SHORELINE FIRE DEPARMENT
REGIONAL FIRE AUTHORITY (RFA)
BOARD OF COMMISSIONERS SPECIAL MEETING

AGENDA

July 23, 2026
5:30 p.m.

Special Meeting will be held via Zoom conferencing and
on-site at Station 51 7220 NE 181st Street
Kenmore, WA 98028

Join Zoom Meeting
https://us02web.zoom.us/j/84248066884?pwd=cnRLWXB5ZVYwYTIxTDBVeWhNRXdCZz09
Meeting ID: 842 4806 6884
Passcode: 069285
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 of Agenda**

V. **Approval of Past Meeting Minutes**
- July 9, 2026 – Special Meeting Minutes / MOTION

VI. **Correspondence**

VII. **Impact Mitigation Fee and Fire Marshal Office Updates**

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

IX. **Old Business**
- Update on RFA Potentially including City of Bothell and Snohomish County Fire District No. 10 / DISCUSSION
- Discussion of Mobile Integrated Health (MIH) Program and Aid 157 Staffing Model / DISCUSSION
- Public Records Policy / DISCUSSION
- Personal Employment Contracts / MOTION

X. **New Business**
- 2027 EMT Class and Academy Jan-May / DISCUSSION

XI. **Projected Agendas**

XII. **Adjournment**

SHORELINE FIRE DEPARTMENT (RFA)
GOVERNING BOARD SPECIAL MEETING

SHORELINE FIRE DEPARTMENT (RFA)
SPECIAL MEETING MINUTES
July 9, 2026

Chair Fischer called the Special Meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on July 9, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133. Chair Fischer noted for the record Commissioner Webster's excused absence.

PRESENT:

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

Matt Cowan, Fire Chief
Andres Orams, Deputy Fire Chief

ABSENT:

- **Rick Webster,** Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- No public comment was received.

IV. APPROVAL OF PAST MINUTES:

MOTION: *The Chair asked if there were any corrections or amendments to the June 25, 2026, Special Meeting minutes. Commissioner Adman requested a correction to reflect that he attended the meeting in person. There being no further corrections or amendments, the Chair declared the June 25, 2026, Special Meeting minutes approved as amended.*

V. CORRESPONDENCE:

- A thank-you letter was received from a local citizen expressing appreciation for the Department's assistance during an emergency response.

VI. Training/Travel Reimbursement Process and Rules of Procedure Handbook:

- Beatriz Goldsmith, Board Secretary, provided a brief update regarding the process for Governing Board Commissioner training and travel reimbursements, as well as the status of revisions to the Rules of Procedure Handbook.

VII. STANDING AGENDA:

1. **Warrants:**

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET

First Board Meeting
JULY 9, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260624001 - 260624026	47,306.14	6/30/26
Payroll Voucher	71526A - 71526D	21,997.81	7/15/26
ACH Payment Request - Payroll Direct Deposit	ACH	114,612.87	7/13/26
Payroll - Taxes	ACH	12,836.28	7/14/26
Dept of Retirement Systems	ACH	18,841.56	7/30/26
		$ 215,594.66	

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260623001 - 260623004	3,503.98	6/30/26
Payroll Voucher	ALS71526A - ALS71526D	7,868.96	7/15/26
ACH Payment Request - Payroll Direct Deposit	ACH	111,528.76	7/13/26
Payroll - Taxes	ACH	20,812.52	7/14/26
Dept of Retirement Systems	ACH	19,904.95	7/30/26
		$ 163,619.17	

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)	260625001	57,489.58	6/30/26
Vendor Voucher(s)	260622001 - 260622002	195,067.98	6/30/26
		$ 252,557.56	

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260621001	4,412.00	6/30/26
		$ 4,412.00	

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

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

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 :		**$ 636,183.39**

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for $636,183.39 per the detail above. The motion passed; nine ayes.*

2. **Commissioners' Report:**
   - No update.

3. **Financial Report**
   - Chief Cowan presented the May 2026 Financial Summary Report, which is incorporated by reference, and listed on the following page.

FINANCIAL SUMMARY REPORT: MAY 2026

Regular Board Meeting: July 9, 2026

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 MAY Balance	$	**31,079,152.29**

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

Data as of MAY 2026		Notes
Percentage Remaining	**57.3%**	
Targeted Percentage Remaining	**58.3%**	
Over/Under Targeted Budget Remaining	**-1.0%**	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of MAY 2026			Notes
Total Overtime	**$**	**286,924.13**	
Firefighting Staffing Overtime	$	162,329.99	*Overtime processing period: Apr 10, 2026 - May 15, 2026*
BLS/EMS Staffing Overtime	$	124,594.14	*Overtime processing period: Apr 10, 2026 - May 15, 2026*

General Expense Fund- CASH ON HAND

Data as of MAY 2026			Notes
Cash on hand, end of MAY balance	**$**	**17,352,703.46**	

Interfund Transfers: NO ACTIVITY

4. **Statistics Report:**
   - No update.
5. **Strategic Activity Report:**
   - No update.
6. **RFA Activity Reports:**
   - **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
     - Chief Cowan reported that the Department's current ladder truck was involved in a vehicle accident and has been placed out of service pending repairs. No serious injuries were sustained, although precautionary medical evaluations were conducted. An insurance claim has been initiated, and the extent of the damage is being evaluated.

       To maintain operational readiness, the Department accelerated delivery of its new ladder truck, which was placed into service the same day the damaged apparatus was removed from service. Additional information regarding repair estimates and timelines will be provided as it becomes available.
     - Chief Cowan discussed a potential operational staffing model to address the increased workload of the Mobile Integrated Healthcare (MIH) program. The proposal would

evaluate redeployment of Aid 157 personnel to support low-acuity responses and patient transports while continuing to meet the operational intent of the 2022 Interlocal Agreement.

Governing Board members discussed the proposed concept and requested additional information, including the current and proposed staffing models, and operational impacts, Aid 157 utilization data.

Chief Cowan stated that additional information would be prepared and the item would be placed on the next Governing Board meeting agenda for further discussion.

- **DC Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
- **DC Orams** provided a written RFA activity report, which is attached and incorporated by reference.
  - ➢ DC Orams reported on an analysis of structure fires involving manufactured and mobile homes. The findings showed that while these incidents represent a relatively small percentage of structure fires, they account for a disproportionate number of fire fatalities. The Department is developing a community outreach initiative focused on smoke alarm installation, fire safety education, evacuation planning, and familiarization of emergency response personnel with manufactured home communities.
  - ➢ Commissioner Adman requested an update regarding coordination meetings with the emergency management partners from the City of Bothell, NEMCO, and the City of Shoreline. DC Orams reported that the agencies continue to coordinate to better understand community needs, improve communication, and enhance regional emergency preparedness.

VIII. OLD BUSINESS:

- **Resolution 26-05 Approving the Amended Regional Fire Authority Governing Documents to Include the City of Bothell and Snohomish County Fire District No. 10:**
  - ➢ Chief Cowan provided an update regarding the proposed integration of the City of Bothell and Snohomish County Fire Protection District No. 10 into the Regional Fire Authority, including amendments to the governing documents and related financial, governance, operational, and service delivery considerations.
  - ➢ Governing Board members discussed the amendments, including operational reserves, financial impacts, taxpayer impacts, governance, service levels, and implementation of the Regional Fire Authority expansion.
  - ➢ Chief Cowan briefed the Governing Board on the City of Bothell's proposed transition of its Fire Marshal's Office to the City's Community Development Department. Fire prevention positions would be evaluated for integration into the Regional Fire Authority, and the City would determine its Fire Marshal's Office staffing needs beginning in 2027.
  - ➢ Commissioners Adman, Heivilin, and Sullivan requested additional financial information and clarification regarding the proposed operational reserve level, financial projections, operational reserve strategy, and overall financial plan.
  - ➢ Commissioners Adman, Byers, Pratt, and Wollum expressed support for moving forward with the integration process, citing the long-term regional benefits and the opportunity to strengthen fire and emergency services.

- Commissioner Fischer expressed concerns regarding the proposed reserve strategy, the pace of the integration process, and potential impacts to taxpayers, and suggested postponing the integration to allow additional time for financial planning.

  MOTION: *Commissioner Adman moved, and Commissioner Pratt seconded, to authorize the RFA Governing Board of Commissioners to approve and sign the Amended Regional Fire Authority Plan and Governing Documents to include the City of Bothell and Snohomish County Fire District No. 10 and to adopt Resolution No. 26-05. The motion passed; 7–2. Commissioners Harris and Fischer voted nay.*

IX. NEW BUSINESS:

- None.

X. PROJECTED AGENDA:

- Commissioner Byers is expected to attend the July 23 meeting remotely, and Commissioner Nye will be absent with an excused absence.
- Commissioner Fischer is expected to attend the August 20 meeting remotely or be absent. Vice-Chair Commissioner Adman will preside over the meeting.

XI. EXECUTIVE SESSION:

- None.

The Governing Board adjourned the regular meeting at 6:43 p.m.

Minutes prepared by: Beatriz Goldsmith

Beatriz Goldsmith
Secretary to the Governing Board

Kimberly A. Fischer, Chair

Eric Adman, Vice-Chair

Tyler Byers, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

Bi-Annual Fire Marshal Report

RYAN BURGESS

FIRE MARSHAL

Fire Incidents Year to Date

January 1st – July 1st

Count of Fire Calls

105

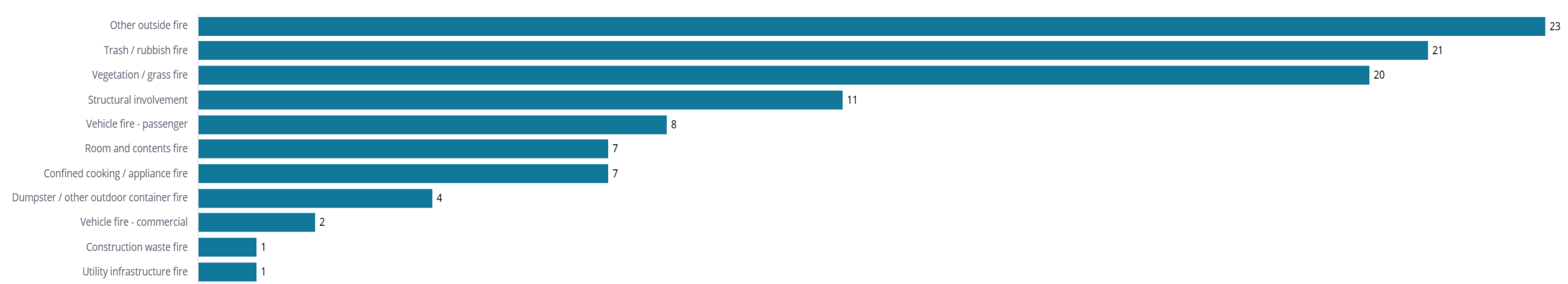
Percent of Fire Calls **1.46%**

Count of Civilian Casualties & Rescues

0

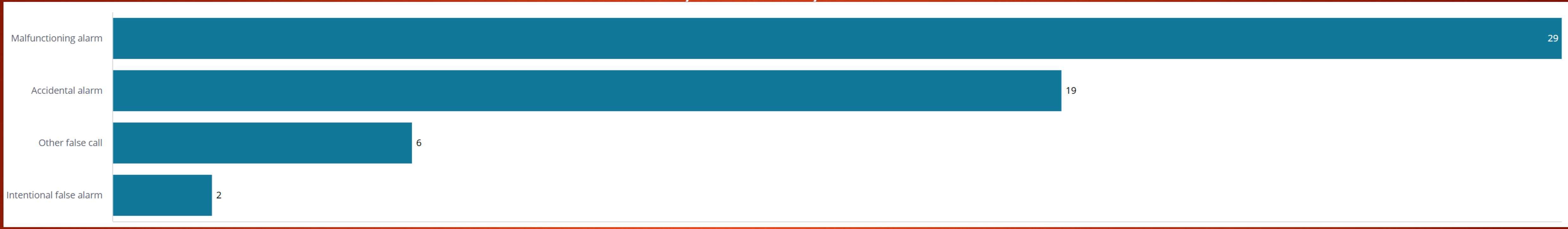
Calls with Civilian Casualties & Rescues **0**

Total Number of Fires Investigated year to Date: 19



Malfunctioning or False Alarm

January 1st – July 1st



Count of False Alarms

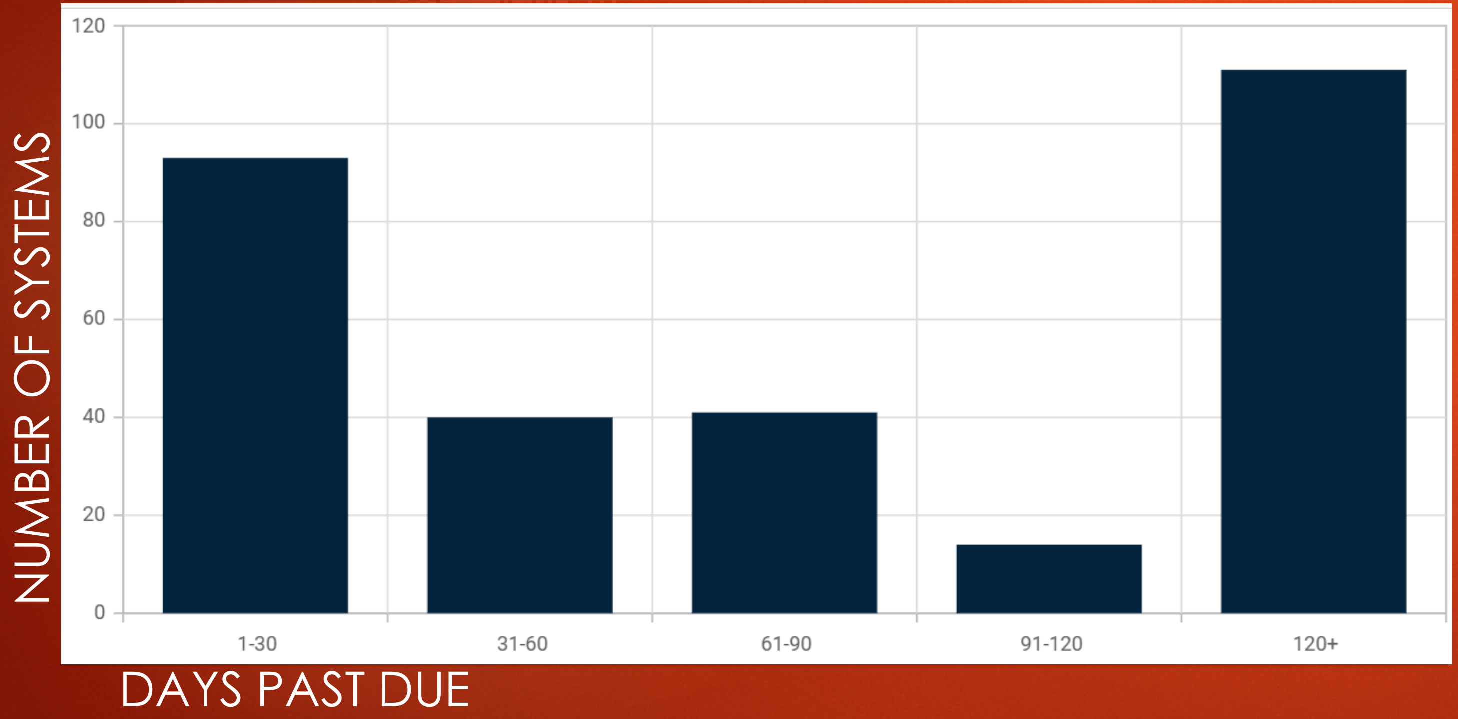
56

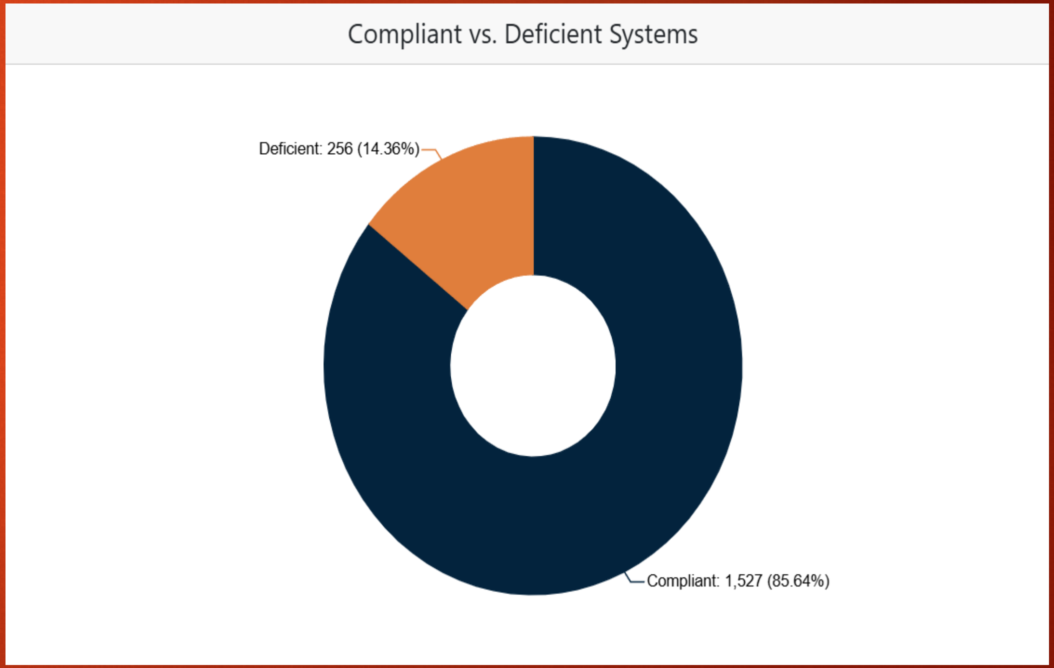
Count of Incidents **1,256**

Percentage of False Alarms

4.46%

TCE Update: Building Fire System Compliance





Annual Fire Safety Inspections Year to Date

Deputy Fire Marshal Inspections

Inspection District	Total Inspections	Locked Inspections	Remaining	Monthly Completed	Locked Inspections and Reinspection's
I151	331	12	319	0	12
I157	336	262	74	66	281
I163	266	124	142	0	124
I165	375	168	207	22	181
I167	292	126	166	6	132
Totals for FMO	1,600 Inspections	692	908	94	730
	Last Year	696			

Engine Company Inspections

Inspection District	Building Count	Scheduled	Locked
51A	22	11	0
51B	21	10	0
51C	22	8	0
51D	21	13	1
57A	23	11	2
57B	21	9	0
57C	18	7	7 – Complete
57D	22	11	0
63A	19	14	7
63B	18	12	12 – Complete (+6)
63C	21	16	0
63D	22	10	7
64A	25	18	4 (+3)
64B	34	19	0
64C	24	17	0
64D	25	12	0
65A	24	17	10 (+4)
65B	23	19	9
65C	26	14	2
65D	21	10	8
Totals:	Buildings: 452	Inspections: 258	69 (+13)

Fire Fees Collected Year to Date

FMO REVENUE 2026							
Date	Shoreline Fire Permits	Shoreline Fire Impact Fees	Shoreline, Kenmore & LFP Operational Permits	Shoreline Kenmore LFP Tank Permits	Kenmore Building Reviews	Kenmore & LFP Fire Permits	Woodway Review Fees
Jan 2026	$ 15,428.00	$ 18,488.00		$ 600.00	$ 1,310.00	$ 4,680.00	$ -
Feb2026	$ 11,176.80	$ 738,705.90		$ 400.00	$ -	$ 4,772.00	$ 106.40
Mar 2026	$ 11,180.00	$ 4,622.00		$ 700.00	$ 375.00	$ 3,162.00	$ -
Apr 2026	$ 12,105.60	$ 26,026.00		$ 1,300.00	$ 125.00	$ 2,019.00	$ -
May 2026	$ 13,207.20	$ 62,316.00		$ 1,700.00	$ 125.00	$ 1,344.00	$ -
Jun 2026	$ 9,667.20	$ 13,100.00		$ 1,700.00	$ -	$ 8,027.00	$ 106.40
Jul 2026						-	
Aug 2026							
Sep 2026							
Oct 2026							
Nov 2026							
Dec 2026							
2026 TOTAL	$ 72,764.80	$ 863,257.90	$ -	$ 6,400.00	$ 1,935.00	$ 24,004.00	$ 212.80

$ 968,574.50 YTD TOTAL

Building Permit Submitted Likley to be executed Permit Number	Address	Name	New Units	FIF's	Notes	Current Status	Updated
MFR21-0132	18005 12TH AVE NE	SHORELINE 12TH AVE APTS	28	$ 51,434.00		**WAITING CUSTOMER INFO**	7/10/2026
MFR22-1684	305 NE 152nd	Pelletier and Schaar	115	$ 223,297.00	FIF not paid	**UNDER REVIEW**	7/10/2026
MFR22-1644	18005 Aurora Ave N	Blueline Group	189	$ 233,612.00	Highlands Ice	**EXPIRED**	7/10/2026
MFR22-1645	18005 Aurora Ave N	Blueline Group	197	$ 394,394.00	Highlands Ice	**EXPIRED**	7/10/2026
MFR22-0501	14802 5th NE	The Burl	172	$ 330,478.00	Encore Architects	**WAITING CUSTOMER INFO**	7/10/2026
MFR22-3357	18910 8th NE	Shoreline 185	197	$ 385,150.00	Across From North City Elementary	**WAITING CUSTOMER INFO**	7/10/2026
MXU22-3376	14525 6TH AVE NE	SHORELINEPEAK LLC	302	$ 604,604.00		**WAITING FOR PAYMENT**	7/10/2026
MFR23-1916	18840 8th Ave NW	Acoya Senior Living	230	$ 435,087.00	Building Review in process	**UNDER REVIEW**	7/10/2026
PLN23-0038	1610 NE 150th St.	Washington State Health Lab	0	$ 91,450.00	Adminstrative Design Review	**APPROVED**	7/10/2026
MFR24-1397	15124 5TH AVE NE	Axis	266	$ 594,594.00	PRE-app on 1-10-2023 CLOSED	**WAITING CUSTOMER INFO**	7/10/2026
MXU24-0609	1206 N 185th Street	Vale Apartments LLC	121	$ 226,675.96		**WAITING CUSTOMER INFO**	7/10/2026
			1817	**$3,570,775.96**			

Commercial Projects In Planning Phase

Permitting and Development

- Development activity in Shoreline, Kenmore, Lake Forest Park, and the Town of Woodway during the first half of 2026 has been dominated by single-family residential construction. This trend has significantly influenced overall fire impact fee revenue. Projections for 2027 indicate that single-family residential development will continue to make up the majority of new construction. However, several large multi-family residential projects are expected to proceed through the final stages of permitting, including Phase II of the Shoreline Place Development.
- Plan Review Totals year to date:
  - Shoreline: 333
  - Kenmore: 41
  - LFP: 53
- Construction inspections year to date: 934

Public Education and Community Outreach Highlights

- Car Seat Checks: 22
- CPR Classes
  - Public: 6
  - Schools: 8
  - Businesses: 9
- Station 62 Visits: 9
- Engine Visits/Classes: 15
- Conferences/Classes: 17

- Talks/Classes/Extinguisher Training: 10
- Public Education Events/Scouts:19
- FWEMSF/Diversity: 3
- National/Local Meetings: 53

Shoreline Fire continues to demonstrate a strong commitment to community outreach and community risk reduction by offering a wide range of public education opportunities and remaining actively involved in local events. We will continue to pursue new and innovative approaches to strengthen our educational efforts and support our citizens in staying safe. Special thanks to Michelle Pidduck, Jennifer Kunkel, Devon Wesenberg, and Russ Holmes for their dedication and ongoing contributions to our public education programs.

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET

Second Board Meeting
JULY 23, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260704001 - 260704038	382,956.94	7/15/26
Vendor Voucher(s)	260711001 - 260711044	152,575.18	7/22/26
Payroll Vouchers	72926A - 72926N	255,230.33	7/29/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,258,924.84	7/28/26
ACH Payment Request - Payroll Taxes	ACH	306,143.71	7/29/26
ACH Payment Request - HRA/VEBA	ACH	82,133.32	7/30/26
ACH Payment Request - ALERUS (457 Plan)	ACH	128,730.60	7/30/26
ACH Payment Request - WA DCP	ACH	62,425.27	7/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	273,338.60	7/30/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	28,789.98	7/30/26
ACH Payment Request - DSHS	ACH	4,934.38	7/30/26
ACH Payment Request - Payroll Taxes - Additional	ACH	480.66	7/9/26
		$ 2,936,663.81	

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260702001 - 260702010	70,426.93	7/15/26
Vendor Voucher(s)	260707001 - 260707013	54,972.01	7/22/26
Post Retirement Medical Benefits	ACH	161,788.80	7/17/26
Payroll Vouchers	ALS72926A - ALS72926J	88,015.51	7/29/26
ACH Payment Request - Payroll Direct Deposit	ACH	340,002.38	7/28/26
ACH Payment Request - Payroll Taxes	ACH	117,176.43	7/29/26
ACH Payment Request - HRA/VEBA	ACH	49,229.44	7/30/26
ACH Payment Request - ALERUS (457 Plan)	ACH	70,532.07	7/30/26
ACH Payment Request - WA DCP	ACH	22,363.93	7/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	79,340.33	7/30/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,631.04	7/30/26
ACH Payment Request - DSHS	ACH	2,069.00	7/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	916.36	7/15/26
		$ 1,063,464.23	

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260701001	56,438.67	7/15/26
Vendor Voucher(s)	260712001 - 260712002	2,710.45	7/22/26
		$ 59,149.12	

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

RFA CAPITAL FUND: 10-064-3010			
Vendor Voucher(s)	260705001 - 260705004	18,193.18	7/15/26
Vendor Voucher(s)	260709001 - 260709005	14,130.45	7/22/26
		$ 32,323.63	

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260703001 - 060703004	9,191.25	7/15/26
Vendor Voucher(s)	260710001 - 260710002	11,222.04	7/22/26
		$ 20,413.29	

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

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260706001 - 260706002	7,363.82	7/15/26
Vendor Voucher(s)	260708001 - 2608002	3,290.13	7/22/26
Post Retirement Medical Benefits	ACH	14,507.84	7/17/26
		$ 25,161.79	

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 : **$ 4,137,175.88**

Shoreline Fire Department

BOARD MEETING DATE: July 23rd, 2026
Chief Cowan

RFA Activity Reports

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

Hiring/Succession Development

- The HR Director application period ended on May 31 with over 40 applicants. Finalist interviews on July 22nd.
- We made 14 conditional offers of employment for Firefighter, which all were accepted. We are now proceeding to medical, psychological, and background evaluations.

Staffing

- We have our brush engine plus two personnel individually deployed on wildfire responses.

Negotiations

- We have completed nine Non-Uniform CBA negotiations.

Contracts

- Personal services contract amendment for Director of Administration/Finance, and the creation of contract for Executive Assistant is forthcoming.

Budget

- We have started our budget process, and our target is to have everything completed by our November 5th meeting.

Strategic Activity

- Our new ladder truck and fire engine are both here. The ladder truck is in service with a few minor items still outstanding. The fire engine should be ready in the next few days to start training.
- Continue to work on short and medium-term admin staffing needs.
- Reinforcing our strategic goals for 2026 along with Retreat summary review.
- Joint Fire Department ELT meeting occurring every two weeks on 1st and 3rd Mondays.
- Sno10 has approved the amended RFA governing document and sending to the November ballot for voter approval.
- City of Bothell will review the amended RFA governing document on July 21st and potentially approve it to also be sent to the November ballot for voter approval.

Public Records Requests

- Significant requests currently that are impacting staff workload capacity.

Noteworthy Meetings/Activities

- June 30 – Monthly LMC Meeting
  - Monthly meeting to discuss ongoing issues.
- July 13 – Zone 1 Fire Chief Meeting
  - Met with to discuss ongoing issues and concerns.
  - Specific concerns with ESO customer service support and NORCOM responsiveness to fire department issues.
- July 14-16 – New FF Candidate Interviews
  - Interviewed 20 candidates and made 14 conditional offers of employment.
- July 14 – Sno10 BOC Meeting
  - Regular Board meeting and action on approving the amended RFA governing document and sending it to the November 4th ballot.
- July 20 – ELT Meeting
  - Met with ELT to discuss ongoing budget issues.

Incorporated into the Board meeting minutes by reference.
Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: July 23, 2026

Deputy Chief Matt Hochstein

DC of Support Services – DC Hochstein:

- Weekly coordination meetings with I.T., Facilities, Fleet.
- Weekly Executive Team meetings.
- Weekly DC Hochstein/Capital Proj. Manager Hansson check-in meetings.
- Weekly DC Hochstein/BC Savino check-in meetings.
- Bi-Weekly Gallatin meeting.
- Bi-Weekly Shoreline ELT meeting.
- Employee photos.
- St. 51 Carport site visit with contractor.
- 3 days of entry level firefighter interviews.
- 2027 budget planning.
- Complete surplus process.
- Bothell labor Management meeting.
- Meet with TCA Architects regarding 51/61 office space.
- Director of HR interviews.

Facilities - Facilities Manager Johnston:

- Ongoing service ticket repairs.
- Budget planning for 2027
- Ongoing landscaping at all stations
- Vendor follow-up for Roofing project at Station 57
- Meet with City of Shoreline for stormwater catch basin inspection at Station 63
- Addition of coded door entry at Station 61 and 51

Fleet – Fleet Manager Swanson:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- 2251 (L161), is back from Hughes and is in service
- 2252 (E164), is back from Hughes and is pending some upfitting of equipment still
- 2171 (L261), is OOS at 63 with collision damage, Hughes has started a case with Pierce to determine repair steps

IT – IT Manager Middleton:

- Network maintenance completed at ST51 – firewall and switches updated
    - 4 hours of downtime due to Ziply issue.
- Working with Jaymarc AV on a quote for new alerting system for ST57.
- Repairing and replacing the Dell ESO tablets as needed.

RFA Activity Highlights

- Continued working on the new Apple Business account, creating customizations for deploying apps to iPhones and iPads.
  - Preparing to roll out the new iPads for ESO when given approval from ALS Div-C. Possibly August
- Received 4 new laptops to replace older equipment for various staff members.
- Microsoft Windows updates for July 2026
- Computer Replacement project is 95% completed - the remaining 5% are on hold due to a big public records request.
- Misc tasks around stations.

Near Future:

- Network maintenance needed at ST61. Not scheduled yet – estimated six (6) hours downtime.
- 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)

Ongoing:

- Deploying new 5G modems to various apparatus when possible

Capital Projects – Capital Projects Manager Hansson:

- Lighting update:
  - 57 is complete with minor tweaks ongoing.
  - 65 is 99% complete with minor tweaks ongoing.
  - 64 is underway with bay lighting being updated now.
- The new pumper has returned from Hughes; some additional upfitting has occurred and will hopefully be temporarily released to training in the next week. There are a handful of items left to be mounted and sorted, which we hopefully be completed in the next 3 weeks, then the equipment just needs to be gathered and then the upfit will be complete and ready to go in service pending training being completed.

- The 2026-1 surplus sale has come to an end. Items should be picked up this week then we will begin disposing of the rest of the items.

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: July 23, 2026

Deputy Chief Andres Orams

The following items of note were completed during the period of July 10, through July 23, 2026:

Deputy Chief Orams – Projects and Meetings

- Executive Team meetings
- Impact Negotiations
- Community Risk Reduction/Fire Prevention meeting with Bothell FD
- Entry-level Firefighter interviews
- Executive Leadership Team meeting
- FMO meeting
- Bothell FD Capital Projects meeting
- Bothell Labor Management meeting
- Gallatin/Shoreline bi-weekly meeting
- HR Director interviews
- King County Fire Ops meeting
- Captain and Lieutenant interviews

Fire Suppression (Burrow)

- Attended Pinnacle Leadership Conference in San Diego
- Executive Leadership Team meeting
- King County Wildland Coordinators meetings
- HR Director interviews
- NE King County Joint Operations meeting
- Captain and Lieutenant interviews

EMS and MIH (Kennison):

- Attended Pinnacle Leadership Seminar in San Diego
- Executive Leadership Team meeting
- SNF/AFH update meeting
- Regional EMS Training Workshop

Training (Majeed):

- Zone 1 BC conference call
- HR Director interviews
- Live Fire in North Bend
- Ongoing SIM Labs
- NKCTC Team meetings

BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING

Meeting Date:	July 23, 2026
Agenda Title:	Personal Employment Contract Agreements

Background Information:
The employment agreements for the Director of Administration/Finance and the Executive Assistant have been revised to reflect organizational transitions, changes in assigned responsibilities, and updates to compensation and benefits consistent with current organizational needs.

Recommendation:
The proposed employment agreements incorporate an elevation in scope of work and reporting responsibilities. Both agreements have been reviewed by the affected employees. It is recommended that the Governing Board approve the updated employment agreements for the Director of Administration / Finance and the Executive Assistant.

Financial Impact:	☒ YES	☐ NO	☐ Cost Neutral
Other Options:			
Attachments:	• Director of Administration/Finance and the Executive Assistant employment agreements		

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the RFA Governing Board of Commissioners to approve and sign the Director of Administration/Finance and the Executive Assistant employment agreements.

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

EMPLOYMENT AGREEMENT

BETWEEN

SHORELINE FIRE DEPARTMENT

AND

RACHEL GARLINI

July 1, 2026, through December 31, 2027

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made and entered into by the Shoreline Fire Department ("Department"), a King County public agency, acting through its Governing Board ("Board") and Rachel Garlini, Director of Administration/Finance ("Director") an individual.

RECITALS

WHEREAS, the Department desires to engage Rachel Garlini as its Director, and

WHEREAS, the Department desires to provide certain benefits, establish certain conditions of employment, and to set working conditions of the Director, and

WHEREAS, the start date for Rachel Garlini as an executive, exempt employee from July 1, 2026, and

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

TERMS OF AGREEMENT

1. **DUTIES AND AUTHORITIES:** The Department shall delegate the Director full authority, cooperation and resources necessary to accomplish the duties described in the job description for the Director and carry out, manage, and administer the established policies of the Department. The Director agrees to perform said duties competently and to the best of their abilities.

   The Department may modify the Director's job duties provided that the modified duties are consistent in nature, kind and degree to those duties appearing in the aforementioned job description. In the event the Department substantially increases job duties and/or the scope of job duties, the Director's salary shall be renegotiated. In no event shall the Director's salary and benefits be decreased because of the changed duties.

   The Director is designated as an FLSA exempt employee and shall maintain a work schedule necessary to accomplish the requirements and duties of the Director as per the referenced job description.

   The Director shall report to and take direction from the Fire Chief as appropriate.

   WORK SCHEDULE: The work schedule for the Director shall be an average of 40 hours per week. The typical schedule shall be four 10-hour days per seven-day week, coordinated with the other exempt personnel for most productive coordination and coverage. When required, the Director may be called upon to work extended hours or extra days to deal with emerging issues and/or meetings. When this occurs, the Director shall be allowed to reasonably flex days and/or hours to be consistent with the typical schedule.

9/80 schedule with Telecommute day after five years - After completion of five years in the position, the employee may opt to switch to a "9/80" schedule, which is four 9-hour days per week and working every other 5th day, Monday or Friday. The ninth day shall be a designated telecommute day in lieu of physically working in the office. Those days shall be tracked in Vector as telecommute days and the employee shall keep records of hours worked and work performed remotely.

2. **TERM**: This Agreement shall become effective on July 1, 2026, at 0000 hours and shall remain in effect through midnight on December 31, 2027, unless terminated per Section 5 of this Agreement.

   a. Twelve (12) months prior to the December 31, 2027, expiration date, the Director and the Fire Chief shall begin discussions on a contract for three (3) year extensions or notice of intent to terminate upon the expiration date contained herein may be provided by either party.

   b. If notice of desire to extend is given and satisfactory terms are not reached, unless otherwise agreed, the current contract will expire on December 31, 2027, and there shall be no severance.

   c. If the Department intends to not extend the contract, written notice of intent to not extend shall be given by June 30, 2027. If no notice is given and employment is terminated, the Director shall be entitled to severance as specified in "Termination without just cause", section 5.

3. **COMPENSATION:** The Director's position pay as of the effective date of this Agreement shall be $17,500 per month and shall be paid at the same intervals and in the same manner as other Department employees.

   a. Effective every October 1, the Director's salary shall be evaluated for adjustments for the following year, effective January 1. In evaluating the salary, the Fire Chief shall consider any changes to the scope of work, responsibilities, cost of living adjustments and industry comparables.

   b. <u>Compensatory Time/Straight Pay:</u> It is recognized that the Director will be required to spend additional hours over and above their regular workweek to accomplish the essential functions of their job. Since the Director does not receive FLSA overtime, the parties agree that the Director shall have the option to receive compensatory leave time or have it converted to pay at a straight time rate, to be paid monthly, up to an amount of fifteen (15) hours monthly. These amounts shall be reported to Department of Retirement Systems to be applied to the period worked.

   c. Nothing in this Agreement shall preclude the Department, in its sole discretion, from granting an additional salary and/or benefit adjustment (either lump sum or as an increase to salary) beyond that provided for in this section, based on actual job performance, change in the scope of job duties or other factors.

   d. Nothing in this Agreement shall preclude the Director from discussions with the Fire Chief regarding additional salary and/or benefit adjustments based on actual job performance, change in the scope of job duties or other factors.

e. For calculating an hourly rate of pay where required in this Agreement, the monthly salary shall include the position pay, longevity pay, deferred wages, and educational incentive, if applicable, multiplied by 12 months and divided by 2,080.

f. Longevity in exempt position: For each two years in this respective executive, exempt, position the Director will receive a 2% pay increase to their position pay up to a total of 14%. This increase will be applied on the anniversary date of their appointment to an executive, exempt position, starting July 1, 2024. Longevity pay shall be applied to the employee's base position pay.

g. When required to work outside their normal schedule, the employee may elect to request straight time, hour for hour compensation for additional hours worked in a calendar year. These hours are known as "exempt time on" and accounted for in the Vector reporting system. At any point in a given year the employee may request reimbursement for these hours by submitting the appropriate time accounting form, along with their Vector report showing "exempt on" hours worked. The number of hours for "Exempt Time On" reimbursement shall not exceed the number of vacation hours utilized for each calendar year.

3. **PERFORMANCE EVALUATION:** The Fire Chief shall prepare written performance evaluations of the Director's work on an annual basis. Evaluations should include achievable goals and objectives for the next performance period. The Director shall be provided with the necessary resources to accomplish said goals and objectives.

A three hundred sixty (360) degree evaluation may be a part of the Director's performance evaluation process.

The criteria for performance evaluations shall be reviewed with the Director before the first evaluation is conducted.

Any deficiencies in the Director's work, not of a minor nature, shall, to the extent reasonably possible, be noted promptly in writing with a copy provided to the Director. Any deficiencies not so noted shall not serve as a basis for discipline or discharge.

4. TERMINATION OF EMPLOYMENT

By the Department: The Department may terminate the Director's employment for just and material cause, subject to Department policy as described in existing Administrative Policy 105 (Disciplinary Program) and the following conditions:

a. Before determining to discharge the Director, the Fire Chief shall provide the Director with a written notice of intention and the basis for the intended action.

b. The Director shall be afforded the opportunity to meet with the Fire Chief to provide factual and legal support for their position prior to the Department taking final action of termination.

c. The Director shall be permitted a minimum of thirty (30) days after receipt of notice to prepare their defense.

d. The Director may be placed on full paid administrative leave status during the notice and hearing process.

e. If the cause for the termination shall be found to be not just and/or material, the Director shall be reinstated under the terms of this Agreement.

f. The Director will be on probation for the first year of their executive, exempt, position. If prior to the end of that year the Department does not believe that the Director should continue in this role, or if the Director chooses to voluntarily end their role, then he/she shall be able to return to their previous position in the Department.

By the Director: In the event that the Director elects to separate their employment from the Department, they shall give the Department at least six (6) months advance written notice, or as otherwise mutually agreed to by the parties.

a. In the event the Director elects to separate their employment from the Department (per Section 5), there shall be no severance payment.

b. The Director shall be entitled to maintenance of all pay and benefits until separation of employment, at which point any accrued or unused benefits shall be given in a cash payment as described for each benefit.

Termination Without Just Cause: In the event that the Department terminates the Director without just cause, the Director will be paid the cash equivalent of six (6) months of base pay (position pay, deferred wages, and education incentive), plus the cash equivalent of six (6) months contribution to their LEOFF retirement pension at the present value, plus six (6) months of vacation accrual, and provided six (6) months of medical and dental premium from the date of termination. If the Director is eligible for post-employment medical benefits program and it is sufficient to cover through standard Medicare age, then the cash equivalent shall be provided in lieu of actual coverage. For example, if the Director retires at 60 years of age and is eligible for 6 years of PEMB, then one (1) year would normally be forfeited. This would result in an additional six (6) months of premium.

5. **OFF-DUTY RESPONSE AND RESIDENCY:** The Director agrees to respond to emergencies as per the referenced job description. It shall not be mandatory for the Director to reside within Department boundaries.

6. **BENEFITS:** The Director shall receive the benefits listed in this Agreement throughout the term of this Agreement as specified.

   a. **Medical and Dental Coverage:** The Department shall provide medical and dental coverage for the Director and their eligible dependents.

      1) The Department shall pay one hundred percent (100%) of the premiums for the current Department medical and dental plan, or other mutually agreeable plan, for the Director, their spouse or state defined domestic partner and eligible dependents throughout the term of this Agreement. The Director shall also receive other benefits from these plans consistent with the rest of the Department, such as an HRA contribution for a high-deductible medical plan.

2) The Department shall pay up to an equivalent amount of the afore-mentioned plan premium costs per month for the Director, their spouse or state-defined domestic partner and their eligible dependents on any of the other plans the employee may elect.

3) Annual Wellness Exam: The Director may complete an annual wellness exam as specified under Department policy. When an employee completes an annual wellness exam in a given calendar year and the employee experiences Temporary Duty Disability (TDD) in the subsequent year, they will 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 supplements 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.

b. **PERS Retirement**: The Director shall be a member of the PERS retirement system with its associated benefits. Contributions toward the PERS plan shall be made in accordance with current state law.

DRS Service Credit Purchase Equivalent: Upon separation from the Shoreline Fire Department, the Department will pay 25% of the costs to purchase one (1) additional year PERS service credit(s) for every one (1) year worked under an exempt contract. The Department will pay as a lump sum payment calculated from the PERS system. For any time worked less than a one-year increment, the Department's payment will be prorated.

c. **Deferred Wages (457 Plan):** Each month, the Department shall contribute one thousand dollars ($1,000) to one of the Department's selected deferred wages plans.

d. **Long-Term Disability Insurance:** The Department shall pay up to $100 monthly toward the premium for the disability insurance policy currently available to non-represented employees.

e. **Life Insurance:** The Department shall pay the premium for each employee on a group rate for the following life insurance benefits through WSCFF's partner, DiMartino & Associates. The cost of the program to the department shall not exceed $450 annually.

f. 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.

9. **Time Off Benefits**

1) **Sick Leave and HRA VEBA Accounts:** The Director shall participate in the HRA VEBA benefit plan. Contributions to the HRA VEBA benefit plan shall be funded monthly as a mandatory salary contribution.

a) The Director shall accumulate paid sick leave at the rate of fourteen and a half (14.5) hours per month of service up to a maximum of 664 hours. Sick leave accumulation in any one year may be carried over to succeeding years up to the maximum allowable amount and will be eligible for use based on Department policy and as provided for in State and Federal family leave laws.

b) The Director shall carry over their actual current/accrued sick leave balance. If the balance is above 664 hours, the balance shall be allowed to be carried above 664 hours until the balance drops below that level. Upon falling below 664 hours, that shall become the maximum hours allowed.

c) As long as the Director's sick leave balance remains above 664 hours, he/she shall have the equivalent of seven and a quarter (7.25) hours of pay (at their hourly rate) added monthly to be placed in a mutually agreed upon health care trust account or the employee's 401A account. If the employee's sick leave balance falls below 664 hours, beginning the following month the payments shall cease, and the employee will begin accruing sick leave at a rate of 14.5 hours per month. Immediately upon achieving a balance above 664 hours, sick leave hours accrual shall cease, and the payments shall resume (so long as the balance is still above 664 hours). Any extra sick leave hours accrued in reaching the cap again will also be added to the health care trust at the rate of .5 hours of compensation for every sick leave hour above the cap.

d) Upon separation, accrued sick leave shall be paid to the Director at a rate of 50% per sick leave hour. The Director will have the flexibility to place the accrued sick leave dollar value into a health care trust account (HRA VEBA, MERP) and/or a 401a account. The Director can determine the dollar value into any combination of accounts listed above or choose just one account. If the benefit provider determines whether the options are not compliant, then other options shall be explored.

2) **Bereavement Leave**: The Director 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.

<u>Bereavement Leave</u> is defined as *time off for a death in the employee's immediate family as defined below per [RCW 42.17A.005](RCW 42.17A.005)*.

<u>Immediate Family</u> is defined as an employee's spouse or domestic partner, child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, or half-sister of the employee and the spouse or the domestic partner of any such person. In addition, a child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, or half-sister of the employee's spouse or domestic partner and the spouse or the domestic partner of any such person.

3) **Emergency Leave**: The Director shall be allowed up to ten hours of Emergency Leave for home emergencies as described below:

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.

4) **Parental Leave:** All day shift employees shall be allowed up to two (2) work shifts 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.

5) **Jury/Court Duty**: The Department agrees to allow time off with no loss of pay or benefits for jury duty regardless of the number of days involved.

   a) Administrative Staff must immediately return to work to complete assigned work hours upon completion of required court hours.

   b) Any funds received for jury duty, while on scheduled hours, except for mileage reimbursement, shall be returned to the Department.

   c) The following documentation is required for jury duty and shall be submitted to Human Resources:
      - Jury Summons (turned in prior to service)
      - Compensation documentation
      - Release from service documentation (provided by the court)

6) **Holidays:** The Director will be given one hundred twenty (120) hours of holiday leave each calendar year.

   The following are Department-recognized holidays. Administrative offices will be closed on these days. The Director will be charged holiday hours for these days but may be modified by prior approval of the Fire Chief.

New Year's Day (Jan 1)	Labor Day (1st Mon in Sep)
Martin Luther King Day (3rd Mon in Jan)	Veteran's Day (Nov 11)
Presidents Day (3rd Mon in Feb)	Thanksgiving Day (4th Thurs in Nov)
Memorial Day (Last Mon in May)	Day After Thanksgiving Day (4th Fri in Nov)
Independence Day (July 4)	Christmas Day (Dec 25)
Juneteenth Day (Jun 19)	

   The Director's holiday leave bank will be debited the appropriate hours for the holiday taken, *i.e., 8 hours per holiday for those working 8 hour days and 10 hours per holiday for those working 10 hour days*.

   If a holiday falls on the Director's regular scheduled day off, he/she has the option to reschedule the holiday time off on a different day of their choice.

   Any remaining holidays and all holiday hours must be used in the calendar year in which they are earned.

7) **Vacation**: If the Director is currently an employee with the Department, then that individual's vacation hours will transfer to their new position. The Director shall continue to accrue vacation hours at the rate of one twelfth (1/12) per month of service based on the following schedule.

Years of Service	**Annual Hours**
0 through 8th year	192
9 through 13th year	216

14 through 18th year	240
19 through 23rd year	264
24 through 29th year	288
30 plus years	312

Except when notice to retire has been served as described below, the Director shall not carry over into the next year a vacation balance exceeding one half (1/2) of the annual vacation hours per the Director's years of service schedule. Any excess balance on January 1 of each year shall be paid out at the Director's previous year's December hourly rate in that January's paycheck.

If notice of intent to retire in the following year is given before September 1st, the employee may carry over vacation hours equivalent to one year of accrual.

Upon separation, the Director shall receive payment for unused and accrued vacation at the Director's hourly rate of pay.

10. **UNIFORM AND EQUIPMENT:** The Department will provide the Director's required safety equipment as necessary.

    The Director shall receive a $675.23 clothing allowance paid out on the January paycheck, which will be increased annually commensurate with CPI-U per the Collective Bargaining Agreement.

11. **PROFESSIONAL DEVELOPMENT**: The Department shall support continuing education consistent with Policy 139 including education incentive, and as necessary to ensure compliance with all applicable laws, regulations, and policies pertinent to the business of the Department.

12. **BUSINESS TRAVEL and EXPENSES, MEMBERSHIPS AND VEHICLE**

    a. **Business Travel:** The Department shall reimburse the Director, as applicable Department policy, for registrations, meals, lodging, travel, and other related materials for attendance at training, seminars, conferences and other extraordinary work-related activities when approved by the Fire Chief.

    b. **Memberships:** The Department shall pay for the Director's membership dues and expenses for participation in professional and community organizations and the subscription or purchase of related publications as approved by the Fire Chief.

    c. **Vehicle:** The Department shall provide a vehicle for official use by the Director when necessary.

13. **LIABILITY INSURANCE:** The Department shall provide liability insurance for the benefit of the Director, as outlined in Department Resolution 90-2, for the maximum purposes permitted by RCW 52.12.071.

14. **GENERAL PROVISIONS:** This Agreement constitutes the entire Agreement between the parties. The parties further agree that this Agreement shall not be amended or modified except in writing signed by both parties.

    Should any provision or portion of this Agreement or application of such provision be rendered or declared invalid by a court of final jurisdiction or by reason of existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

The parties agree that any and all claims relating in any manner to the Director's employment with the Department, or to any termination thereof, whether arising under federal, state, or local statute, ordinance or regulation, or under the common law of tort or contract, or pursuant to any other cause of action, shall be resolved exclusively by final and binding arbitration according to the rules of the American Arbitration Association. The costs of said arbitration shall be borne by the Department. Should the Director elect to pursue any such claims for arbitration he/she must give the Department written notice of that intent no later than sixty days following the final action of the Department giving rise to the claim. Unless the parties agree otherwise in writing, failure by the Director to give timely notice under this provision shall operate as an absolute bar to any claim in any court or tribunal, public or private. The Arbitrator is hereby empowered to award any relief provided for by any otherwise applicable statute, ordinance, regulation, law, or by common law.

15. **SUCCESSORS:** The parties intend for this Agreement to be binding on any successors to the Department. The Department agrees to advise any successor of this Agreement of its intended designation.

In the event it is determined that the successor is not bound and the successor does not employ the Director pursuant to terms provided for in this Agreement, or as otherwise acceptable to the Director, the Department shall be obliged to pay the Director the severance pay contained in Section 5, of this Agreement, in the event the Director's employment is terminated.

IN WITNESS WHEREOF, the parties have executed this agreement on the 23rd day of July 2026.

____
Rachel Garlini, Director

____
Matt Cowan, Fire Chief

WITNESSED BY:

____
Beatriz Goldsmith, Board Secretary

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

____
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

EMPLOYMENT AGREEMENT

BETWEEN

SHORELINE FIRE DEPARTMENT

AND

BEATRIZ GOLDSMITH

July 1, 2026 thru December 31, 2027

THIS EMPLOYMENT AGREEMENT (thereafter "Agreement") is made and entered into by the Shoreline Fire Department ("Department"), a King County public agency, acting through its Board of Commissioners ("Board") and Beatriz Goldsmith ("Executive Assistant") an individual.

RECITALS

WHEREAS, the Department thereby engages Beatriz Goldsmith as its Executive Assistant, and

WHEREAS, the Department desires to provide certain benefits, establish certain conditions of employment, and to set working conditions for the Executive Assistant,

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

TERMS OF AGREEMENT

1. **DUTIES AND AUTHORITIES:** The Department shall delegate the Executive Assistant full authority, cooperation and resources necessary for them to accomplish the duties as described in the job description for the Executive Assistant position in accordance with the established policies and procedures of the Department. The Executive Assistant agrees to perform said duties competently, conscientiously, honestly, in good faith, and to the best of their abilities.

   The Department may modify the Executive Assistant's job duties provided that the modified duties are consistent in nature, kind and degree to those duties appearing in the aforementioned job description. In the event the Department substantially increases job duties and/or the scope of job duties, the Executive Assistant's salary shall be reviewed and, if appropriate, the salary matrix can be altered. In no event shall the Executive Assistant's salary and benefits be decreased because of the changed duties.

   The Executive Assistant position also includes the additional responsibilities of serving as the Department's Board Secretary. The Board Secretary responsibilities will be reviewed during the first year of this Agreement to ensure the assignment continues to meet the operational needs of the Department. If, following that review, the Department determines that the Board Secretary responsibilities should be reassigned or performed through a separate position, the employee shall continue in the Executive Assistant position. The parties may mutually agree to amend this Agreement to reflect the reassignment of the Board Secretary responsibilities.

Executive Assistant is designated as an FLSA non-exempt employee and shall maintain a work schedule necessary to accomplish the requirements and duties of the Executive Assistant as per the referenced job descriptions.

The Executive Assistant shall report to and take direction from the Fire Chief, and/or designee.

2. **TERM**: This Agreement shall become effective on July 1, 2026, and shall remain in effect through midnight on December 31, 2027, unless terminated per Section 5 of this Agreement.

   a. Six (6) months prior to the December 31, 2027, expiration date, the Executive Assistant and the Fire Chief shall begin discussions on a contract for three (3) year extensions or notice of intent to terminate upon the expiration date contained therein may be provided by either party.

   b. If a satisfactory extension Agreement is not reached, the current contract will expire on December 31, 2027. If the Executive Assistant Agreement is terminated at the end of the contract period there shall be no severance payment.

3. **COMPENSATION:** The Executive Assistant position pay as of the effective date of this Agreement shall be $10,332.75 per month and shall be paid at the same intervals and in the same manner as other Department employees. On January 1, 2027, the salary will be increased to $10,802.49 plus CPI as described below.

   a. Effective every January 1, the Executive Assistant's position pay shall be adjusted for cost-of-living adjustments consistent with June-to-June CPI-U for "All users /Seattle/Tacoma/Bellevue". Furthermore, the Fire Chief may consider any changes to the scope of work, responsibilities, and industry comparables.

   b. Nothing in this Agreement shall preclude the Department, in its sole discretion, from granting an additional salary and/or benefit adjustment (either lump sum or as an increase to salary) beyond that provided for in this section, based on actual job performance, change in the scope of job duties or other factors.

   c. Nothing in this Agreement shall preclude the Executive Assistant from discussions with the Fire Chief regarding additional salary and/or benefit adjustments based on actual job performance, change in the scope of job duties or other factors.

   d. Longevity pay shall be applied to the employee's base salary as follows:

Years of Service	Longevity Pay
0 Years	0% of Base Pay
5 Years	2% of Base Pay
10 Years	4% of Base Pay
15 Years	6% of Base Pay
20 Years	8% of Base Pay
25 Years	10% of Base Pay
30 Years	12% of Base Pay
35 Years	14% of Base Pay

e. For the purpose of calculating an hourly rate of pay where required in this Agreement, the monthly salary shall include the position salary, longevity pay, deferred wages, and educational incentive, if applicable, multiplied by 12 months and divided by 2,080.

f. If the Executive Assistant works beyond their regular work schedule, they shall be compensated at one and one half times (1.5 times) their regular hourly rate of pay.

4. **PERFORMANCE EVALUATION:** The Fire Chief shall prepare written performance evaluations of the Executive Assistant's work in accordance with Department performance management program guidelines. Evaluations should include achievable goals and objectives for the next performance period. The Executive Assistant shall be provided with the necessary resources to accomplish said goals and objectives.

   A three hundred sixty (360) degree evaluation might be a part of the Executive Assistant's performance evaluation process.

   The criteria for performance evaluations shall be reviewed with the Executive Assistant before the first evaluation is conducted.

   Any deficiencies in the Executive Assistant's work shall, to the extent reasonably possible, be noted promptly in writing with a copy provided to the Executive Assistant. Any deficiencies not so noted shall not serve as a basis for the performance evaluation.

5. **TERMINATION OF EMPLOYMENT**

   By the Department: The Department may terminate the Executive Assistant's employment for just and sufficient cause, subject to Department policy as described in Administrative Policy 105 (Disciplinary Program).

   a. Before determining to discharge the employee, the Department shall provide the employee with notice of its intention and the basis for its intended action.

   b. The employee shall be afforded the opportunity to meet with the Fire Chief to provide factual and legal support for their position prior to the Department taking final action of termination.

   c. The Executive Assistant shall be permitted a minimum of thirty (30) days after receipt of notice to prepare their defense.

   d. The Executive Assistant may be placed on full paid administrative leave during the notice and hearing process.

   e. If the cause for the termination shall be found to be not just and/or material, the Executive Assistant shall be reinstated under the terms of this Agreement.

   f. The Executive Assistant will be on probation for the first year from the start of this contract. If prior to the end of that year the Department does not believe that the Executive Assistant should continue in this role, or if the Executive Assistant chooses to voluntarily end their role, then they shall be able to return to their previous position in the Department.

By the Executive Assistant: In the event that the employee elects to terminate their employment with the Department, they shall give the Department at least three (3) months advance written notice, or as otherwise mutually agreed to by the parties.

Severance: The Department agrees that in the event the employee is terminated without just cause, the employee shall be paid three (3) months of salary, three (3) months of vacation accrual, three (3) months of deferred compensation accrual, and three (3) months of medical and dental coverage from the date of termination.

a. In the event the employee elects to terminate their employment with the Department (per Section 5), there shall be no severance payment.

6. **RESIDENCY:** It shall not be mandatory for Executive Assistant to reside within Department boundaries.

7. **BENEFITS:** Executive Assistant shall receive the benefits listed in this Agreement throughout the term of this Agreement as specified.

   a. **Medical and Dental Coverage:** The Department shall provide medical and dental coverage for Executive Assistant and their eligible dependents.

      1) The Department shall pay one hundred percent (100%) of the premiums for the current Department medical and dental plan, or other mutually agreeable plan, for the Executive Assistant, their spouse or state defined domestic partner and eligible dependents throughout the term of this Agreement. The Executive Assistant shall also receive other benefits of these plans consistent with the rest of the Department, such as an HRA contribution for a high-deductible medical plan.

      2) Executive Assistant shall also receive a monthly contribution to their HRA VEBA account equal to $166.67 if single and $333.33 for an employee and their family. The Department shall make the HRA VEBA contributions monthly. If the employee leaves employment mid-year they will receive a prorated amount of the yearly contribution equal to the number of months worked.

   b. **Annual Wellness Exam:** The Executive Assistant may complete an annual wellness exam as specified under Department policy. When an employee completes an annual wellness exam in a given calendar year and the employee experiences Temporary Duty Disability (TDD) in the subsequent year, they will be covered for a period 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 Executive Assistant shall receive up to three (3.0) hours for a full wellness exam and up to one and a half (1.50) hours for a modified wellness exam.

   c. **Wellness Fitness Participation:** The Department recognizes the importance of an employee's physical and mental health and its relationship to fulfilling the mission of the Shoreline Fire Department. The Executive Assistant is allowed to use during work time up to three days for a total of four and a half (4.50) hours of workout time per week.

d. **<u>PERS Retirement</u>**: The Executive Assistant shall be a member of the PERS retirement system with its associated benefits. Contributions toward the PERS plan shall be made in accordance with current state law.

e. **<u>Deferred Compensation (457 Plan)</u>:** The Department shall provide for and administrate a deferred compensation wages plan. Employee participation in the deferred compensation program is mandatory. The Department shall contribute $200 per month to the employee's deferred compensation plan. The employee shall contribute a minimum of 3% of their month salary to deferred compensation.

f. **<u>Long-Term Disability Insurance</u>:** The Department shall pay up to $50 monthly toward the premium for the disability insurance policy currently available to non-represented employees.

g. **<u>Life Insurance</u>:** The Department shall pay the premium for each employee on a group rate for the following life insurance benefits through 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.

h. **<u>Time Off Benefits</u>**

1) **Sick Leave and HRA VEBA Accounts: The** Executive Assistant shall participate in the HRA VEBA benefit plan. Contributions to the HRA VEBA benefit plan shall be funded monthly as a mandatory salary contribution.

a) Executive Assistant shall accumulate paid sick leave at the rate of fourteen and a half (14.5) hours per month of service up to a maximum of 664 hours. Sick leave accumulation in any one year may be carried over to succeeding years up to the maximum allowable amount and will be eligible for use based on Department policy and as provided for in State and Federal family leave laws.

b) When the employee's sick leave balance reaches the maximum allowable accumulation of 664 hours, their monthly accrual will cease and they shall have the equivalent of seven and a quarter (7.25) hours of pay, at the employee's hourly rate of pay, added to their monthly salary to be placed into a mutually agreed HRA (VEBA), 401(a), or equivalent health care trust account recognized by IRS code 501 c9. At any time, the employee's sick leave accumulation falls below 664 hours, they will forfeit the seven and a quarter (7.25) hours of additional monthly pay and will resume accruing sick leave hours each month until they reach the cap of 664 hours. At that time, 664 hours, the seven and a quarter (7.25) hours of pay will be re-instated, and the sick leave accrual will cease.

c) Upon separation, accrued sick leave shall be paid to the Executive Assistant at a rate of 50% via a lump sum cash payment to their HRA/VEBA account and/or 401(a), or in the absence of said account or stipulation thereof, as a lump sum cash payment.

2) **Bereavement Leave:** 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 42.17A.005*.

Immediate Family is defined as an employee's spouse or domestic partner, child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, or half-sister of the employee and the spouse or domestic partner of any such person. Additionally, a child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, or half-sister of the employee's spouse or domestic partner and the spouse or domestic partner of any such person.

3) **Emergency Leave**: Executive Assistant shall be allowed up to ten (10) hours of Emergency Leave for home emergencies as described below:

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.

4) **Parental Leave:** All day shift employees shall be allowed up to 2 work shifts 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.

5) **Jury/Court Duty**: The Department agrees to allow time off with no loss of pay or benefits for jury duty regardless of the number of days involved.

a) Executive Assistant must immediately return to work to complete assigned work hours upon completion of required court hours.

b) Any funds received for jury duty, while on scheduled hours, except for mileage reimbursement, shall be returned to the Department.

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

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

6) **Holidays:** The Executive Assistant will be given one hundred twenty (120) hours of holiday leave each calendar year. The following are Department-recognized holidays. Administrative

offices will be closed on these days. Executive Assistant will be charged holiday hours for these days but may be modified by prior approval of the Board.

New Year's Day (Jan 1)	Labor Day (1st Mon in Sep)
Martin Luther King Day (3rd Mon in Jan)	Veteran's Day (Nov 11)
Presidents Day (3rd Mon in Feb)	Thanksgiving Day (4th Thurs in Nov)
Memorial Day (Last Mon in May)	Day After Thanksgiving Day (4th Fri in Nov)
Independence Day (July 4)	Christmas Day (Dec 25)
Juneteenth Day (Jun 19)	

The Executive Assistant's holiday leave bank will be debited the appropriate hours for the holiday taken, *i.e., 8 hours per holiday for those working 8 hour days and 10 hours per holiday for those working 10 hour days*.

If a holiday falls on the Executive Assistant's regularly scheduled day off, the employee has the option to reschedule the holiday time off on a different day of their choice.

Any remaining holidays and all holiday hours must be used in the calendar year in which they are earned.

7) **Vacation**: At the beginning of each calendar year, the Executive Assistant / Board Secretary shall receive the full annual allotment of vacation leave as a lump sum based upon the employees' years of service and the schedule below.

8) If the employee separates from employment before the end of the calendar year, payment for unused vacation shall be based upon the actual number of hours worked during that calendar year. If the employee has used more vacation than would have accrued on a prorated basis, the overused vacation shall be deducted from the employee's final paycheck as permitted by law.

Years of Service	**Annual Hours**
1st year	80
2nd year	96
3rd year	112
4th year	136
5 through 8th year	184
9 through 13th year	216
14 through 18th year	240
19 through 23rd year	264
24 plus	288

A maximum of fifty (50) hours of vacation balance may be paid out in the mid-December payroll. By November 1, employees shall notify payroll the amount of vacation hours they would like to cash out.

Executive Assistant/Board Secretary shall not carry over into the next year a vacation balance exceeding one half (1/2) of the annual vacation hours per service schedule. By December 1 of each year employees shall schedule any hours in excess of their allotment, including the 50-hour cash out and any vacation already approved.

Upon separation, Executive Assistant shall receive payment for unused and accrued vacation hours at the Executive Assistant's hourly rate of pay.

8. **UNIFORM AND EQUIPMENT:** The Executive Assistant shall receive a $371.46 clothing allowance on the first full payroll of January 2026. The clothing allowance will be increased annually commensurate with CPI-U.

9. **PROFESSIONAL DEVELOPMENT**: The Department shall support continuing education consistent with Policy 139 including education incentive.

10. **GENERAL PROVISIONS:** This Agreement constitutes the entire Agreement between the parties. The parties further agree that this Agreement shall not be amended or modified except in writing signed by both parties.

    1) In the event the Department grants more favorable benefits, leave provisions, or pay adjustments to employees, the Department may provide such provisions to the Executive Assistant to the same extent.

    Should any provision or portion of this Agreement or application of such provision be rendered or declared invalid by a court of final jurisdiction or by reason of existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

    The parties agree that any and all claims relating in any manner to the Executive Assistant's employment with the Department, or to any termination thereof, whether arising under federal, state, or local statute, ordinance or regulation, or under the common law of tort or contract, or pursuant to any other cause of action, shall be resolved exclusively by final and binding arbitration according to the rules of the American Arbitration Association. Should the employee elect to pursue any such claims to arbitration they must give the Department written notice of that intent no later than sixty days following the final action of the Department giving rise to the claim. Unless the parties agree otherwise in writing, failure by the Executive Assistant to give timely notice under this provision shall operate as an absolute bar to any claim in any court or tribunal, public or private. The Arbitrator is thereby empowered to award any relief provided for by any otherwise applicable statute, ordinance, regulation, law, or by common law.

11. **SUCCESSORS:** The parties intend for this Agreement to be binding on any successors to the Department.

    The Department agrees to advise any successor of this Agreement of their intended successorship designation.

    In the event it is determined that the successor is not bound and the successor does not employ the Executive Assistant, pursuant to terms provided for in this Agreement, or as otherwise acceptable to the Executive Assistant, the Department shall be obliged to pay the Executive Assistant the severance pay contained in Section 5, of this Agreement, in the event the Executive Assistant's employment is terminated.

IN WITNESS WHEREOF, the parties have executed this agreement on this 23 day of July, 2026.

Beatriz Goldsmith, Executive Assistant

Matt Cowan, Fire Chief

WITNESSED BY:

Rachel Garlini
Director of Administration/Finance

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

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 DEPARMENT
REGOINAL 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

July 23, 2026, meeting was rescheduled
Planned Absence: Commissioners Byers and Nye have an excused absence
5:30 PM (**SPECIAL Meeting Station 51)**

SUBJECT	RESOLUTION	TYPE	STAFF

August 6, 2026, 5:30 PM (**Meeting Station 61)**
Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF

August 20, 2026, 5:30 PM (**Meeting Station 51)**
Planned Absence: Commissioner Fischer will attend virtually or have an excused absence

SUBJECT	RESOLUTION	TYPE	STAFF

September 3, 2026, 5:30 PM (**Meeting Station 61)**
Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF

September 17, 2026, 5:30 PM (**Meeting Station 51)**
Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF
– KCFCA Leadership Summit Sept. 15-17			

October 1, 2026, 5:30 PM (**Meeting Station 61)**
Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF
PUBLIC HEARING Initial draft presented / Budget and FBC Rate			

October 15, 2026, 5:30 PM (**Meeting Station 51)**
Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF
Special Board meeting to be set for October 27 WFCA Spokane Oct 24-26, 2026			

OTHER DETIALS: