SHOREDLINE FIRE DEPARMENT

REGIONAL FIRE AUTHORITY (RFA)

BOARD OF COMMISSIONERS MEETING

AGENDA

September 17, 2026

5:30 p.m.

Regular 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**

- September 1, 2026 – Special Meeting Minutes / APPROVAL
- September 3, 2026 – Regular Meeting Minutes / APPROVAL

VI. **Correspondence**

VII. **Standing Agenda**

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

VIII. **Old Business**

- Update on RFA Potentially including City of Bothell and Snohomish County Fire District No. 10 / DISCUSSION
- Non-Uniform Collective Bargaining Agreement / MOTION
- Public Hearing for 2027 Budget/FBC Date / Discussion
- Dispatch Practices for Engines and Aid Units – Follow-Up / DISCUSSION

IX. **New Business**

X. **Projected Agendas**

XI. **Adjournment**

SHORELINE FIRE DEPARTMENT (RFA)
GOVERNING BOARD SPECIAL MEETING

SHORELINE FIRE DEPARTMENT (RFA)
SPECIAL MEETING MINUTES
September 1, 2026

Chair Fischer called the Special Meeting of the Shoreline Fire Department Regional Fire Authority (RFA) Governing Board to order at 4:00 p.m. on September 1, 2026, at Station 61, 17525 Aurora Avenue North, Shoreline, WA. As required by RCW 42.30, notice of the special meeting was posted on August 12, 2026.

PRESENT: **Kimberly Fischer,** Chair
Eric Adman, Vice-Chair (attended via Zoom)
Tyler Byers, Commissioner (attended via Zoom)
David Harris, Commissioner
Rod Heivilin, Commissioner
Rick Nye, Commissioner
Barb Sullivan, Commissioner
Rick Webster, Commissioner

- **2027 Shoreline Fire Department Commissioners RFA Budget:**
  - The Commissioners discussed the proposed 2027 RFA budget and provided recommendations to Chief Cowan for consideration in preparation of the 2027 budget.
- **Governing Board of Commissioners Rules of Procedure Handbook:**
  - The Commissioners reviewed the Rules of Procedure Handbook and provided recommended revisions. The Board Secretary will incorporate the revisions and distribute the updated Handbook to the Commissioners for final review. The updated Handbook will be brought before the Governing Board at a future meeting for consideration and approval.

The Governing Board adjourned the special meeting at 4:53 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

SHORELINE FIRE DEPARTMENT (RFA)
GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA)
REGULAR MEETING MINUTES
September 3, 2026

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on September 3, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133.

PRESENT:

Kimberly Fischer, Chair
Eric Adman, Vice-Chair
Tyler Byers, Commissioner
David Harris, Commissioner
Rod Heivilin, Commissioner
Rick Nye, Commissioner
Josh Pratt, Commissioner
Barb Sullivan, Commissioner
Rick Webster, Commissioner

Matt Cowan, Fire Chief

ABSENT: None.

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **PUBLIC COMMENT:**

- No public comment was received.

IV. **CONSIDERATION OF AGENDA:**

- The Non-Uniform Contract Update was added under New Business.

V. **Introduction of Director of Human Resources and Approval of Employment Contract:**

- Chief Cowan introduced Allison Jubb as the Shoreline Fire Department's new Director of Human Resources, with an anticipated start date of September 8, 2026, and highlighted Ms. Jubb's extensive human resources experience, including the most recent role as Human Resources Director for North County Regional Fire Authority.
- Ms. Jubb briefly shared her professional background and experience and expressed enthusiasm for joining the Department and working with the Governing Board.
- The Director of Human Resources Personal Employment Contract Agreement was presented for Governing Board consideration, with a term effective September 8, 2026, through December 31, 2030.

  MOTION: *Commissioner Sullivan moved, and Commissioner Webster seconded, to authorize the RFA Governing Board of Commissioners to approve and sign the Director of HR employment agreement for Allison Jubb effective September 8, 2026, and ending on December 31st, 2030. The motion passed; nine ayes.*

VI. APPROVAL OF PAST MINUTES:

- *The Vice Chair asked if there were any corrections or amendments to the August 20, 2026, Regular Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

VII. CORRESPONDENCE:

- None.

VIII. STANDING AGENDA:

1. Warrants:

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET

First Board Meeting
SEPTEMBER 3, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260827001 - 260827038	53,176.11	8/26/26
Vendor Voucher(s)	260905001 - 260905028	65,835.04	9/2/26
Payroll Voucher	90926A - 90926D	21,072.10	9/9/26
ACH Payment Request - Payroll Direct Deposit	ACH	151,158.38	9/11/26
Payroll - Taxes	ACH	23,969.94	9/14/26
Dept of Retirement Systems	ACH	26,127.85	9/29/26
		$ 341,339.42	
RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260823001 - 260823006	15,667.24	8/26/26
	260902001 - 260902005	39,592.54	9/2/26
Payroll Voucher	ALS90926A - ALS90926D	4,944.96	9/9/26
ACH Payment Request - Payroll Direct Deposit		79,871.05	9/11/26
Payroll - Taxes		16,682.54	9/14/26
Dept of Retirement Systems		14,544.32	9/29/26
		$ 171,302.65	
RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260822001	48,406.00	8/26/26
Vendor Voucher(s)	260901001 - 260901002	12,661.67	9/2/26
		$ 61,067.67	

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

RFA CAPITAL FUND: 10-064-3010			
Vendor Voucher(s)	260825001 - 260825006	290,230.37	8/26/26
Vendor Voucher(s)	260904001 - 260904004	18,593.78	9/2/26
		$ 308,824.15	

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260826001 - 260826002	2,831.70	8/26/26
		$ 2,831.70	

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

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260824001 - 260824004	270,723.10	8/26/26
Vendor Voucher(s)	260903001 - 260903006	6,824.81	9/2/26
		$ 277,547.91	

RFA DONATION FUND: 10-064-6030			
Vendor Voucher(s)			
		$ -	

RFA RESERVE FUND: 10-064-6010			
Vendor Voucher(s)			
		$ -	

MOTION			
Move to accept disbursements in the amount of :		**$ 1,162,913.50**	

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for $1,612,913.50 per the detail above. The motion passed; nine ayes.*

- The warrant disbursements approved at the July 23, 2026, Board Meeting has been corrected due to an entry error.

Type of Transaction	Fund#	Amount	Disbursement Date
ACH Payment Request- Post Retirement Medical Benefits	10-064-6080	**161,788.80**	7-17-2026

Correction submitted for September 3, 2026 Board Meeting

Type of Transaction	Fund#	Amount	Disbursement Date
ACH Payment Request- Post Retirement Medical Benefits	10-064-6080	**$16,178.88**	7-17-2026

Notation: ACH amount was incorrectly entered on the Voucher Cover Sheet for Board's approval.

Grand Total: $4,137,175.88 (Incorrect Amount) / **$3,991,565.96** (Correct Amount)

MOTION: *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the revised disbursements in the amount of $3,991,565.96 for the July 23, 2026, Board meeting warrant voucher approvals. The motion passed; nine ayes.*

2. **Commissioners' Report:**
   - Commissioner Fischer reported attendance at the push-in ceremony welcoming the Department's new Pierce Velocity Pumper engine and expressed appreciation for the event.

3. **Financial Report:**
   - Chief Cowan presented the July 2026 Financial Summary Report, which is incorporated by reference and listed below. The Board discussed overtime and minimum staffing needs, including planned firefighter hiring for the January 2027 academy. Additional staffing is anticipated to improve staffing depth and reduce overtime impacts in 2027.
   - Commissioner Adman requested clarification regarding factors contributing to higher-than-anticipated overtime. Leave usage and staffing needs were identified as contributing factors. Potential future integration with the City of Bothell was also noted as a factor that could provide additional staffing depth and flexibility.

FINANCIAL SUMMARY REPORT: JUL 2026

Regular Board Meeting: September 3, 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 JUL Balance	$	**26,202,789.13**

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

Data as of JUL 2026		Notes
Percentage Remaining	**40.8%**	
Targeted Percentage Remaining	**41.7%**	
Over/Under Targeted Budget Remaining	**-0.9%**	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of JUL 2026			Notes
Total Overtime	**$**	**244,148.50**	
Firefighting Staffing Overtime	$	157,173.00	*Overtime processing period: Jun 12, 2026 - Jul 10, 2026*
BLS/EMS Staffing Overtime	$	86,975.50	*Overtime processing period: Jun 12, 2026 - Jul 10, 2026*

General Expense Fund- CASH ON HAND

Data as of JUL 2026			Notes
Cash on hand, end of JUL balance	**$**	**14,727,830.89**	

Interfund Transfers: NO ACTIVITY

4. **Statistics Report:**
    - None.
5. **Strategic Activity Report:**
    - Chief Cowan reported that development of an updated strategic plan will be a high priority for 2027. A committee is anticipated to be formed, with potential citizen involvement to provide an outside perspective.
    - Planning continues regarding a potential Unlimited Tax General Obligation (UTGO) bond for future station and other capital needs. An internal meeting is scheduled to further evaluate potential recommendations, after which the Governing Board may consider forming a subcommittee.
6. **RFA Activity Reports:**
    - **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
        - ➢ An update was provided regarding wildfire deployments. Department resources have been deployed significantly throughout the summer, with some resources remaining deployed as wildfire activity begins to decrease.
        - ➢ Reimbursement for deployment-related costs was discussed. Timing varies depending on the type of deployment and funding source, with revenues generally received several months after the related expenditures and, in some cases, in the following year.
    - **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.
        - ➢ Commissioner Adman requested clarification regarding dispatch practices for engines and aid units and whether response could be delayed when a closer unit is available. Chief Cowan explained that adjustments are used on non-critical calls to help ensure the appropriate unit is dispatched and clarified that critical calls receive the closest appropriate available unit. Additional information will be provided at the next meeting following review with DC Orams.

IX. OLD BUSINESS:

- **Potential of Bothell Joining the Regional Fire Authority (RFA):**
    - ➢ Chief Cowan provided an update regarding the potential of the City of Bothell joining the RFA:
        - o A Frequently Asked Questions (FAQ) page and governing documents are planned to be made available on the Department's website to provide additional information regarding the RFA process, with information also accessible through Snohomish County Fire District 10.
        - o The Board discussed the importance of providing transparent information regarding potential financial and tax impacts, including the potential Unlimited Tax General Obligation (UTGO) bond. Additional information will be provided as financial impacts and future budget considerations are further evaluated.

- **Resolution 26-06 RFA Governing Board Amending Regular Meeting Schedule:**
  - Chief Cowan explained the need to temporarily relocate the RFA Governing Board meetings held on the third Thursday of each month from January through May 2027 to Headquarters/Station 61 to accommodate Fire Academy operations at Station 51.
  - Resolution 26-06, *RFA Governing Board Amending Regular Meeting Schedule*, was presented for Governing Board consideration.

  MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to approve and sign Resolution 26-06 amending the RFA meeting location for the third Thursday of each month, January through May 2027 to be held at Headquarters/Station 61. The motion passed; nine ayes.*

- **2027 Shoreline Fire Department Commissioners RFA Budget:**
  - Commissioner Fischer reported that the Commissioners met at a Special Meeting Workshop to review the proposed 2027 RFA Commissioner budget and developed recommendations for inclusion in the budget.
  - Chief Cowan thanked the Commissioners for their time and deliberation and stated that the recommendations will be incorporated into the overall proposed 2027 RFA budget.
- **Committee Assignment Opening:**
  - Chief Cowan advised the Governing Board of an opening for Commissioner representation on the Labor Management Committee (LMC), which meets monthly on the third Tuesday. Commissioners interested in serving were asked to contact the Board Secretary.
- **Non-Uniform Contract Update:**
  - Chief Cowan provided an update regarding the Non-Uniform Contract negotiations with Shoreline Firefighters Local 1760 and noted that the proposed agreement includes the addition of administrative staff to the bargaining unit.
  - The Union is scheduled to vote on the proposed agreement on September 8, 2026. No Governing Board action was requested at this meeting. The agreement is anticipated to return to the Governing Board for consideration and potential ratification at an upcoming meeting.

X. NEW BUSINESS:

- None.

XI. PROJECTED AGENDA:

- The Board discussed the September 17, 2026, Governing Board meeting and the potential conflict with the King County Fire Chiefs Association Leadership Summit. The Board agreed to keep the meeting scheduled for September 17. The Northshore Fire District Board meeting will also be held that evening, with a requested start time of 5:00 p.m.
- Commissioner Nye is anticipated to be absent or participate remotely at the October 15 Governing Board meeting.
- Commissioner Webster is anticipated to participate remotely at the second Governing Board meeting in October.

XII. EXECUTIVE SESSION:

- None.

The Governing Board adjourned the regular meeting at 6:24 p.m.

Minutes prepared by: Beatriz Goldsmith

Beatriz Goldsmith
Secretary to the Governing Board

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Kimberly A. Fischer, Chair

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Eric Adman, Vice-Chair

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Tyler Byers, Commissioner

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David M. Harris, Commissioner

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Rod Heivilin, Commissioner

____
Rick Nye, Commissioner

____
Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET

Second Board Meeting
SEPTEMBER 17, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260911001 - 260911029	42,222.34	9/9/26
Vendor Voucher(s)	260917001 - 260917037	726,663.82	9/16/26
Payroll Vouchers		Processing	
ACH Payment Request - Payroll Direct Deposit		Processing	
ACH Payment Request - HRA/VEBA		Processing	
ACH Payment Request - ALERUS (457 Plan)		Processing	
ACH Payment Request - WA DCP		Processing	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Processing	
ACH Payment Request - Dept. of Retirement Systems		Processing	
ACH Payment Request - DSHS		Processing	
ACH Payment Request - Payroll Taxes		Processing	
		$ 768,886.16	

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260910001 - 260910005	25,637.51	9/9/26
Vendor Voucher(s)	260913001 - 260913007	159,994.55	9/16/26
Payroll Vouchers		Processing	
ACH Payment Request - Payroll Direct Deposit		Processing	
ACH Payment Request - HRA/VEBA		Processing	
ACH Payment Request - ALERUS (457 Plan)		Processing	
ACH Payment Request - WA DCP		Processing	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Processing	
ACH Payment Request - Dept. of Retirement Systems		Processing	
ACH Payment Request - Payroll Taxes		Processing	
		$ 185,632.06	

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260908001	563.69	9/9/26
Vendor Voucher(s)	260912001 - 260912002	12,887.47	9/16/26
		$ 13,451.16	

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260916001 - 260916003	409,198.41	9/16/26
		$ 409,198.41	

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	260907001 - 260907002	232.91	9/9/26
Vendor Voucher(s)	260915001 - 260915005	78,146.12	9/16/26
		$ 78,379.03	

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260906001	97.42	9/9/26
		$ 97.42	

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

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260909001 - 260909003	4,302.51	9/9/26
Vendor Voucher(s)	260914001	11,597.16	9/16/26
		$ 15,899.67	

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 : **$ 1,471,543.91**

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: September 17, 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/Support Services Project Manager Hansson check-in meetings.
- Weekly DC Hochstein/BC Savino check-in meetings.
- Bi-Weekly Gallatin meeting.
- Bi-Weekly Shoreline ELT meeting.
- 2027 budget planning with Division Managers.
- UTGO meeting with Chief.
- Budget meetings # 2 and 3.
- Day Shift potluck.
- Lifeline Aid Car/Medic Unit Demo.
- Station 51/61 office space analysis and walk through with Executive Team.
- Comp Trends presentation.
- King County Fire Chiefs Association Leadership Summit 9/15 – 17/26.

Facilities - Facilities Manager Johnston:

- Ongoing service ticket repairs
- Ongoing landscaping at all stations
- Budget follow-up questions and projects
- 9/11 anniversary lighting setup, Stations 61, 51, 42
- Training room at Station 61: new chairs and tables set up
- Clean Buildings online class
- St 51 office tour for possible move

Fleet – Fleet Manager Swanson:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- 2171 (L261), is OOS at 63 with collision damage, estimated repair timeline of 6-8 months. Insurance has approved repairs and Hughes has ordered parts.
- Bothell L145 (9402) returned to service.
- New Bothell ladder is at Hughes in Mount Vernon getting gig list items from final inspection repaired
- New Explorers for Deputy Chiefs and Fire Chief are here pending graphics

RFA Activity Highlights

IT – IT Manager Middleton:

- Water damage to ST61 IT office – 9/11/2026. Examining equipment to see how much was damaged
- Budget meetings with executive team for 2027 (some decisions pending the voter approval of Bothell Fire joining the RFA)
- Met with CDW account manager to efficiently use remaining 2026 funds
- Introduction with new Pelco account manager (security cameras)
- Repairing and replacing the Dell ESO tablets as needed.
- Preparing to roll out the new iPads for ESO when given approval from ALS Div-C. Possibly September 21st, pending ESO app updates.
- Microsoft Windows updates for September 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:

- The project to retrofit all the fire engines so they are uniform underway.
- Options for the 51 carport are being explored with the goal of finalizing a plan by the end of September.
- Station 51/61 office space analysis and walk through.
- Station 51/61 lighting upgrade quotes.

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: September 17, 2026

Deputy Chief Andres Orams

The following items of note were completed during the period of September 4 through September 17, 2026:

Deputy Chief Orams (Operations):

- Finance Committee meetings
- Review Academy instructor cadre
- BLS Transport and MIH meeting
- Personnel review
- RCR Operations Board
- Joint BC/MSO meeting
- Executive Team meetings
- Advanced Basecamp presentation
- Meeting with City of Shoreline after-hours support
- Driver Engineer interviews
- Bothell FMO updates meeting

Division Chief Burrow (Suppression and Training):

- King County Wildland Coordinator meeting
- Review Academy instructor cadre
- Finance Committee meetings
- PSERN Final Encryption Transition
- Personnel review
- Executive Team meetings
- Joint BC/MSO meeting
- Driver Engineer interviews
- NE King County Joint Ops meeting
- KCFCA Leadership Summit

Division Chief Kennison (EMS and MIH):

- Review Academy instructor cadre
- Finance Committee meetings
- ESO Foundations Working Group – ALS
- BLS Transport and MIH meeting
- Crisis Center check-in
- Paramedic Training Opening Day activities
- Regional Council Meeting – Central Region
- Driver Engineer interviews
- Multidisciplinary Trauma Quality Improvement Committee meeting
- 2026 FACT Leads Regional meeting
- KCFCA Leadership Summit

Battalion Chief Majeed (Training):

- Vacation during this period

Regional Fire Authority Activity Highlights

Division Chief Burgess (Fire Prevention):

- KC Burn Ban Committee meeting
- Finance Committee meetings
- Consolidated Site Development Permits and Fire Reviews
- First Due demonstration meeting
- AFM Meeting
- Joint BC/MSO meeting
- KCFCA Leadership Summit
- Plan reviews and pre-apps

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: September 17, 2026

HR Director Allison Jubb

Activities Through 9/14/26

- My onboarding as a New Hire at Shoreline Fire 9/8/26; met multiple employees at annual BBQ
- Initiated meetings with Finance Director Garlini regarding transitioning items from Finance to Human Resources (HR)
- Transitioning new recruitments and related processes to HR
- Continuing the hiring process/background steps for 14 entry level firefighters (for January 2027 Academy)
- Toured Station 51
- Transitioned the annual LifeScan physicals process to HR; set up for event at Station 51, which runs for two weeks
- Addressed discrepancies between the physicals/testing required and the forms used for current process
- Learning status of discussions regarding future LifeScan annual process/enhancements being developed by the wellness committee
- Attended several Finance Committee meetings regarding 2027 Budget discussions

GOVERNING BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING

☐ Informational Only ☒ Approval by Motion

Meeting Date:	September 17, 2026
Agenda Title:	Non-Uniform Collective Bargaining Agreement for January 1, 2025, through December 31, 2027

Background Information:
IAFF Local Union 1760 and Management have completed negotiations and reached tentative agreement on the Non-Uniform Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.

Recommendation:
Recommend that the Board of Fire Commissioners approve the Non-Uniform Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.

Financial Impact:	☒ YES	☐ NO	☐ Cost Neutral
Cost Impact:			
Attachments:	*Non-Uniform Contract*		

BOARD OF COMMISSIONERS MOTION

I move to authorize the Shoreline Fire Department RFA Governing Board to approve the Non-Uniform 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

Non-Uniform Collective Bargaining Agreement
January 1, 2025 through December 31, 2027

COLLECTIVE BARGAINING AGREEMENT CONTENTS:

Table of Contents

ARTICLE 1: Recognition

Section A The Department recognizes the Union as the exclusive bargaining representative for all non-uniformed personnel as listed in Article 22, the 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 comply with Washington State law and have the opportunity to become members of the Union within thirty-one (31) days of 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 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 C 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 bulletin 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 boards.

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

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 Optional Time Off and Trades —to carry out Union-related duties, including participation in conferences, conventions, seminars, and similar events.

The total amount of paid time off for Union activities shall not exceed 144 hours per calendar year, collectively, for all represented employees. An additional three (3) hours per non-uniform employee will be added to the 144 total hours. This will be calculated on January 1 of each calendar year.

Section B Union Leave Bank

The Department shall maintain a Union Leave Bank. Annually, the Department will transfer vacation leave from the vacation banks of non-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. Union leave shall:

1. Only be approved by the Union President or designee.
2. Follow Admin Policy 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 President or their designee may approve additional time off via Union Leave in excess of the Union Leave bank for employees to participate in Union supported activities.

The Union shall reimburse the Department for all actual costs incurred for that employee's compensation in this section, 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

The Department shall not subcontract out or use technology, including but not limited to computers/artificial intelligence to perform 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;
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 are responsive to the unique working conditions of a fire department and the potentially dangerous and responsible work that is performed by its members.

Section B Informing Employees about Drug and/or Alcohol Testing

All employees shall be fully trained and informed of the Department's drug and alcohol policy and testing procedures. Employees shall be provided with information concerning the impact of drug and/or alcohol use on job performance. In addition, the Department shall inform employees on how the test/s are conducted, what the test/s can determine and the implications of testing positive for drugs and/or alcohol. All new employees will be provided with this information on their initial date of hire. No employee shall be tested before this information is provided to 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 for an emergency and is not available, the employee will provide an estimated soonest time that they will be able to report, if requested.

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

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

ARTICLE 13: Disciplinary Procedure

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

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

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

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

1. Did the employee have prior notice of the possible/probable consequences of 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 the analysis for discipline and/or recommendation for level of discipline.

ARTICLE 14: Grievance Procedure

Section A <u>Purpose</u>

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 <u>Grievance Procedure</u>

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(s) and Section(s) of the Agreement alleged to have been improperly administered or violated.

3. The remedial action requested.

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

<u>Step 1</u>:
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.

<u>Step 2</u>:
The Union grievance committee shall investigate the grievance and provide a written response to the grievant, Human Resources and the Fire Chief as to their findings and recommendation within fourteen (14) calendar days of their receiving the grievance. The written response shall include a statement from the supervisor or person as to why the action occurred, if applicable.

<u>Step 3</u>:
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 persons 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 by 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 4a-4i of this Article.

ARTICLE 15: Reduction in Force and Reduction in Classification

Section A <u>Seniority</u>

"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 hire and/or length of continuous service shall be placed on the seniority list in accordance with the Executive Team interview ranking with the highest ranking listed first.

If there are two or more employees with the same start date then the seniority order will be based on original offer date of employment.

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)*. Due to the limited number of positions represented in this contract a RIC may not be possible due to the requirements for a lower position.

Section C <u>Reduction in Classification</u>

A *Reduction in Classification* is a reduction of a position to a lower level one in responsibility and/or pay.

A *Reduction in Classification* may also result in a reduction of force. 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 the Fleet Manager were to be reduced, that employee, could be reduced to the Mechanic position. This *Reduction in Classification* may result in the Mechanic position reducing to a Facilities Vehicle Technician position and then a *Reduction in Force* with the Facilities Vehicle Technician being laid off.

Section D <u>Reduction in Force</u>

A *Reduction in Force* occurs when the total number of employees is reduced.

The employee having the least seniority in a classification is subject to reduction and shall have bumping rights over a less senior employee in a lower or lateral classification.

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. 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 in order of the highest ranking first.

ARTICLE 16: 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 individual employee to fully participate in the Wellness/Fitness Program.

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

ARTICLE 17: Probationary Term of Employment

Section A The probationary period for new employees shall begin from date of hire and consist of an accumulation of twelve (12) months of employment excluding time loss of more than thirty (30) days. Failure to successfully complete probation shall result in termination.

Section B 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 18: Conflict of Interest

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

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

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

If during the course of any investigation or personnel matter it is determined that the investigator is in a relationship with the person of interest, the investigator must immediately notify their supervisor and recuse them 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 19: Contractual Hours

Section A Basic shift arrangements and hours of duty are defined as follows:

Day Shift

Employees assigned to day shift shall work a total of two thousand eighty (2,080) duty hours per typical calendar year and shall average 40 hours per week within a 7-day FLSA work period.

The day shift shall consist of one of the following schedules as determined at the discretion of the Fire Chief or designee. The day shift typically begins between 0600 – 0800 hours but may be adjusted with the approval of the Fire Chief or designee.

a. Monday through Friday, eight (8) hours per day, with a one (1) hour or one-half (1/2) hour lunch break.

b. Monday through Thursday, nine (9) hours per day, four (4) hours per day on Friday, with a one (1) hour or one-half (1/2) hour lunch break.

c. Monday through Thursday or Tuesday through Friday, ten (10) hours per day, with a one (1) hour or one-half (1/2) hour lunch break.

Less Than Full Time

Employees approved by the Executive Team to work less than full time can work one of the following shift:

a. Thirty (30) hours (10 hours per day) or

b. Thirty-two (32) hours (8 hours per day)

c. Mutually agreed shifts schedule by Labor and Management

MIH Shift

a. Monday through Friday, eight (8) hours per day with a paid one-half (1/2) hour lunch break.

b. Monday through Thursday or Tuesday through Friday, ten (10) hours per day with a paid lunch one-half (1/2) hour lunch break.

c. Other schedules as agreed to by Labor and Management.

Disaster Operations Shift

In the event of a major incident(s) requiring around the clock operations, the Fire Chief or their designee may formally declare a Department Disaster requiring disaster operations. In the event of a Department Disaster, an alternative work schedule may be created for the following seventy-two (72) hours with notification to the Union. If the alternative schedule is other than a twenty-four (24) shift, the employees shall be compensated with the day shift premium.

If disaster operations are necessary beyond the initial seventy-two (72) hours, the Department and Union shall meet and confer to determine future schedule needs.

Section B By prior mutual agreement of affected parties, scheduling exceptions may be made to allow day shift employees to vary their schedules in order to meet the needs of their position.

Section C The Department shall provide employees affected by schedule changes with a minimum fifteen (15) days' notice prior to the date the change will take effect. Day shift changes may be made on shorter notice provided that the Department and the affected employee mutually agree.

Section D Remote Work

Employees shall be able to work remotely on Friday and be available to be contacted during the employees' normal work hours. On a case-by-case basis their direct supervisor may temporarily approve a day other than Friday.

Department shall provide a laptop for official business use. Employees are responsible for providing and maintaining all other equipment, services, and supplies needed to support a remote work environment, unless otherwise authorized by the Department.

Due to the nature of work, some positions may not qualify for remote work. Additionally, some employees may not qualify for remote work due to performance while working remotely. If this is the case, this shall be communicated by their supervisor to the employee and the Union president or designee.

Approval to work remotely on Fridays is approved for this contract and will be reviewed for inclusion in the subsequent contract. This does not apply to case-by-case remote work approved by the employee's direct supervisor.

If the Department is shut down or closed, for example due to weather, employees shall be able to work from home. If the employee's building is shut down, for example due to maintenance or repair, the employee shall be able to work from home or work at another station within the Department where there is available space.

Section E Front Desk Coverage

Shall be maintained Monday through Thursday, during business hours, unless modified by the Fire Chief or designee.

The front desk shall be staffed by an Administrative Assistant. In their absence, coverage shall be provided by another Administrative Division employee.

ARTICLE 20: Working Out of Classification, Promotions and Vacancies

Section A When a higher-level position that an employee is qualified for becomes vacant for 60 days or longer, or when it becomes known that there will be a vacancy of 60 days or longer, the Fire Chief or designee shall appoint an employee qualified in accordance with Training Policy 618.1 Qualification of Members for Non-Uniform 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 that the position is vacant.

Section B 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 workbook seniority list. When a person completes their workbook, they shall be placed at the bottom of the list, below any other employees who have already started a long-term acting position

If a long-term acting position lasts less than 30 calendar days, 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 30 calendar days.

An employee may request not to be appointed to a long-term acting position. If a position 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

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 22, Wage Scale Matrix, or a minimum of 104% of the employee's current rate of pay, whichever is greater

Section C 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 position), 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 fill the vacancy from the 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 17 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 Mechanic is assigned a long-term acting assignment for an injured Fleet Manager. The Fleet Manager is off for nine (9) months, triggering the promotion. The Fleet Manager returns to work 80 days later. The Mechanic gets promoted after (nine) 9 months, starts their probation and then is reduced in rank back to Mechanic 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

Section D Promoting / Hiring Process

If there is a vacancy and an internal candidate meets the minimum qualifications they shall be interviewed, provided they apply for the position. The Department may also advertise outside the Department for the vacancy at the same time.

Section E Non-Uniform members will have the option to participate in the hiring / promotional process for Non-Uniform represented positions. Other bargaining group employees may help fill vacancies if not filled by Non-Uniform employees.

Section F If an employee takes another position that pays less than their current position then their salary shall be "frozen" until the new position catches up.

ARTICLE 21: Salary Calculations and Pay Periods

Section A Employees covered by this Agreement shall be compensated in accordance with the wage scale matrix as prescribed in Article 22 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 hourly rate of pay is determined by multiplying the base monthly salary by 12 months and dividing the annual salary by two thousand eighty (2,080) hours in a 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 15^{th} of each month. If the 15^{th} falls on a Saturday, payment will be made on the preceding Friday. If the 15^{th} falls on a Sunday, payment will be made on the following Monday.

ARTICLE 22: Wage Scale Matrix

Section A The positions covered under this Agreement shall be compensated according to the wage scale matrices. See Appendix A for the wage scale matrices.

Section B Effective January 1, 2025, the Fleet/Facilities and Mobile Integrated Health employee's salaries shall increase by four-point six eight percent (4.68%).

Section C Effective January 1, 2026, employee's salaries shall be increased by two-point seven percent (2.7%) or as otherwise documented in Appendix A Wage Scale Matrix.

Section D Effective January 1, 2027, employee's salaries shall be increased by four-point five percent (4.5%).

Section E The Department shall maintain a current organizational chart identifying the organizational structure, supervision, and chain of command. The Department shall update the chart within thirty (30) days of any change in structure or supervision and shall make the chart available to all employees via the Department's intranet/SharePoint (or equivalent) and upon request.

ARTICLE 23: Longevity Pay

Section A Longevity pay shall be applied to the employee's monthly salary based on fire department PERS and/or LEOFF credits as follows:

Years of Service	Longevity Pay
5 Years	2% of the employee's position salary
10 Years	4 % of the employee's position salary
15 Years	6% of the employee's position salary
20 Years	8% of the employee's position salary
25 Years	10% of the employee's position salary
30 Years	12% of the employee's position salary
35 Years	14% of the employee's position salary

If an employee has a gap in service credits before employment with the Shoreline Fire 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 employee's request, an employee's service record will be evaluated and discussed between Labor and Management.

Example: if an Administrative Specialist's DRS entry date is 8/1/2025 for a total of eight months of service but only has six service credit months per DRS, the Administrative Specialist's longevity date would be 10/1/2025.

ARTICLE 24: Overtime Compensation

Section A Employees working in classifications covered in this Agreement are non-exempt employees and are entitled to additional compensation for hours worked outside of their regularly scheduled work week. Unless otherwise noted, all overtime hours shall be compensated at one and one-half times the employee's regular hourly rate of pay.

Section B <u>Overtime</u>

An employee shall be entitled to overtime pay under the following conditions:

1. When the employee is required to work beyond, either before the start of or beyond the end of, the employee's regular shift they will be compensated for a minimum of thirty (30) minutes of overtime pay. Further compensation will be in increments of fifteen (15) minutes.

2. When the employee is off-duty and is called or otherwise required to report back to work *in response to an emergency or service call*, the employee shall be compensated for:

   a. A minimum of two (2) hours of regular overtime pay when responding Monday - Friday on non-holidays.

   b. A minimum of two (2) hours of *double time* pay when responding on Saturday, Sunday, or a recognized Department holiday.

   c. Employees will be compensated from the time they are contacted, and not to exceed sixty (60) minutes of preparation and travel time to the designated work location within the normal response area. If travel occurs outside the normal response area, the employee shall be compensated for actual time,.

3. When the employee is off-duty and voluntarily reports to work *to conduct non-emergent business*, and is not an extension of shift, they shall be compensated for a minimum of two (2) hour of regular overtime pay.

4. When an off-duty employee is required to attend meetings in person or be on standby at court on behalf of the Department 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.

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

6. Employees who voluntarily select and have been approved to work a schedule that is less than forty (40) hours per week shall not be eligible for overtime for additional hours worked during the standard workweek until they exceed forty (40) hours in that week or if they work on a holiday. Employees shall not be required to work beyond their regularly scheduled hours or on additional days.

Section C 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. Unscheduled compensatory time shall be allowed to be carried over from one year to the next. Compensatory time scheduled in the following year shall count towards the maximum hours the employee can roll over into the following year.

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

Upon termination or retirement, employees shall be compensated at their regular hourly rate of pay for all compensatory hours accrued.

Compensatory Time shall be taken off in accordance to Administrative Policy 108 Optional Time Off and Scheduling.

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

- The employee shall (at the same time of cancellation) request and receive approval for compensatory time off to reduce the compensatory bank to, or below, the maximum ninety-six (96) hours.

  OR

- All excess hours will be automatically processed for payment to the employee within the next 45 days.

ARTICLE 25: Holiday Time Off

Section A Department Holiday Schedule

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

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

Section B Holiday Time Off – 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. Employee working less than 40 assigned hours per week would have their holiday hours pro-rated depending on assigned work hours.

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.

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

ARTICLE 26: Sick Leave

Section A Sick Leave Accrual

Employees will accumulate sick leave as follows:

a. Employees 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.

b. Sick leave shall be pro-rated based on actual hours worked.

c. Sick leave shall not accrue during layoff, or unpaid leave of absence.

Section B New employees will be granted one hundred seventy-four (174) hours 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; administrative personnel are only required to complete the physical) in a given calendar year and they experience TDDs 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 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; administrative personnel are only required to complete the physical) in a given calendar year and they experiences TDDs in the subsequent year, they will 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 PERS 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 will not be applied and actual reportable hours and compensation shall be recorded with the Department of Retirement Systems. Prior to retirement, the employee shall have the option to contact the Department of Retirement Systems directly to purchase up to twenty-four (24) months of additional service credit, of which six (6 months) is interest free.

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

EXAMPLES: See below scenarios for examples of the benefit.

Example 1	
2019	Full Wellness exam completed
2020	182 Days available for 2020
2020	No wellness exam completed
2021	L&I Approved Claim – ***no*** 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 – ***91***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 will 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 will 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 paycheck 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 will 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 Administrative Policy 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 <u>Requesting Verification</u>

For an employee who has used sick leave exceeding three (3) consecutive day shifts in a row, 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 Director of Human Resources will oversee a fit-for-duty process for the Department.

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

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

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

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

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 39 Paid Family Medical Leave for more information on PFML.

Section L Sick Leave Incentive

Starting January 1, 2027, and each January 1 thereafter, employees with a sick leave balance greater than fifty percent (50%) of the maximum allowable accumulation as defined in Section A (currently 720 hours) shall be eligible for sick leave conversion as follows:

Annual Conversion Calculation
The number of hours eligible for conversion shall be calculated as: one-half (1/2) of the employee's annual sick leave accrual, minus sick leave hours used during the preceding calendar year. If the result is greater than zero, those hours shall be deducted from the employee's sick leave balance and paid at fifty percent (50%) of the employee's regular hourly rate (as of December 31 of the preceding year) into the employee's 401(a) Plan no later than February 15.

Maximum Accumulation Conversion
If an employee's sick leave balance exceeds the maximum allowable accumulation defined in Section A (currently 1440 hours), the excess hours shall be deducted from the employee's sick leave balance and paid at fifty percent (50%) of the employee's regular hourly rate (as of December 31 of the preceding year) into the employee's 401(a) Plan no later than February 15.

Example: An employee with a sick leave balance of 1,000 hours on January 1, 2027 who used 10 hours of sick leave during 2026 and accrued 174 hours during 2026 would have the following:

- 87 hours (one-half of 174) minus 10 hours used equals 77 hours eligible for conversion.
- 77 hours deducted from sick leave.
- 77 hours paid at 50% of employee's December 31, 2026 hourly rate into the 401(a) Plan. The resulting sick leave balance would be 923 hours.

Section M Retirement
Upon retirement 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 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 27: Vacation Leave

Section A Vacation allowance shall be earned monthly based upon the following schedule, and shall become available at the completion of each month.

Years of Service	Monthly Accrual	Annual Accrual
0	7 hours	84 hours
1	8 hours	96 hours
2	10 hours	120 hours
3	12 hours	144 hours
4	16 hours	192 hours
9	18 hours	216 hours
14	20 hours	240 hours
19	22 hours	264 hours
24	24 hours	288 hours
29	25 hours	300 hours

For 2026, Administrative employees will be front loaded their vacation and starting in 2027 shall accrue vacation monthly.

Section B An employee normally assigned to work less than a 40-hour work week average will have their vacation accrual prorated based on the percentage compared to a forty-hour work week.

Section C Upon termination, separation, or retirement employees shall receive payment for unused and accrued vacation determined by the actual number of months worked, at their normal hourly rate of pay. If this occurs after ten (10) years with the Shoreline Fire Department, then the payment will be divided equally, 50/50, into their 401(a) Plan and as a cash payment. If less than ten (10) years, then it shall be paid in cash.

Section D Scheduling of vacations shall be based upon the needs of the Department and will be done in an equitable manner for the employees concerned within the mutually agreed upon Administrative Policy 108.

Section E Employees shall be allowed to carryover up to 459 hours of vacation time to the following calendar year. 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 F Employees that intend to retire before July 1 (or later if approved by the Fire Chief) of the following year may carryover vacation hours equivalent to one year of accrual provided that the employee submits notice to retire prior to September 1 of the current year.

EXAMPLE: **SAMPLE CALCULATIONS FOR A 10 YEAR EMPLOYEE**

Retirement in 2025 (notice submitted 2/1/2024, retirement effective 6/30/2025)
Maximum carryover from 2024 to 2025: 80 hours

Vacation accrued in 2024 for use in 2025: 216 hours
Vacation accrued from Jan 1 to Jun 30, 2025: 108 hours
Total payout on 6/30/2025: 404 hours

Retirement in 2026 (notice submitted 2/1/2025, retirement effective 6/30/2026)
Maximum Allowable Vacation Balance: 459 hours
Total payout on 6/30/2026: 459 hours

Retirement in 2027 (retirement effective 6/30/2027)
Maximum Allowable Vacation Bank: 459 Hours
Total payout on 6/30/2027: 459 hours

Section H Employees will have the option to cash out up to 50 hours of vacation per calendar year. 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 as of June 1 and/or October 1 and will be processed in the next full-pay cycle.

ARTICLE 28: Special Leaves

Section A Bereavement Leave

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.

Section B Home Emergency Leave

Employees shall be allowed up to one (1) work shift 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.

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 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.

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 29: 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 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.
2. An employee seated on a jury is exempt from returning to work until such time as they have been released from service.
3. An employee assigned to a jury that spans a weekend or holiday shall be required to work all assigned shifts if not on jury duty.

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 30: 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 2A for all employees working 30 hours or more per week, their spouse, domestic partner, and their dependents during the term of this Agreement.

ARTICLE 31: Long-Term Disability Insurance

Section A The Department shall contribute $500.00 per year per 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 32: 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 Department shall contribute one hundred dollars ($100.00) per month to MERP on behalf of employees assigned to Fleet, Facilities, and MIH positions.

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

Section D <u>Reporting to the Trust Office</u>

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 33: 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 For Administrative Division employees, the Department shall contribute two hundred dollars ($200.00) per month into each employee's 457(b) Deferred Compensation Plan. An employee regularly assigned to work less than a 40-hour work week average will have their contribution prorated based on the percentage compared to a forty-hour work week.

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

Section D 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 of CPI-U/other is less than 1% on January 1st then the Department shall not make an increase to deferred compensation unless the employee requests it.

ARTICLE 34: 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 1 of each year, the Union shall notify the Director of Administration/Finance of the dollar amount to be applied to each tier for the following year, if changes need to be made. The Union may choose different amounts for the two groups of represented employees (Fleet/Facilities and MIH/Admin).

Fleet / Facilities
The tiers are defined as follows:

<u>Tier 1</u> Employees *without* dependents.

<u>Tier 2</u> Employees *with* spouses and/or dependents.

<u>Tier 3</u> 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.

MIH/Admin
The tiers are defined as follows:

<u>Tier 1</u> Employees *without* dependents.

<u>Tier 2</u> Employees *with* spouses and/or dependents.

<u>Tier 3</u> Employees without Department health insurance coverage.

ARTICLE 35: 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 & 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 36: Uniform, Clothing Allowance and Equipment

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 Administrative Policy 102-C Uniform Clothing Standard for Office Staff, and 102-D Uniform Clothing Standards for Fleet and Facilities Staff details the uniform clothing required. The Department shall replace clothing when it is worn or damaged.

Section C No payroll deductions will be authorized when making purchases.

Section D All protective clothing, equipment, and devices required for employees to perform their duties shall be furnished to the employee by the Department.

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 E 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 will request new clothing and equipment as needed.

Section F 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 G Annual Clothing Allowance

Each employee shall receive a uniform clothing lump sum payment in the month of January, each year, based on their position. If an employee is not hired on January 1, then the following calendar year credit will be pro-rationed appropriately. The annual credit will be increased annually commensurate with CPI-U.

a. Administrative Staff Employees

Employees shall receive an initial clothing allowance of three hundred, fifty, dollars ($350.00) which shall be provided on their date of hire and then on January 1 of each following year. This amount shall increase by CPI-U each year starting 2027.

b. Current Employees
T-shirts shall be replaced on a quartermaster system, exchanged on an as-needed basis. If an employee wants to maintain more than four t-shirts, they shall pay for them using a payroll deduction.

c. Mechanic, Maintenance and Facilities Positions
The Mechanic, Maintenance and Facilities employees shall be provided with coveralls and related cleaning services from a business selected by the Department. These employees shall be provided work shoes/boots, by the quartermaster system.

Section H Tool Allowance
As part of their salary and benefits package, the Fleet Manager, and each Mechanic will be issued a tool allowance of $1,000 each year in January for the purpose of replacing or purchasing new personal tools to be used at work. They will also provide an inventory list of all their personally owned work tools annually to the Deputy Chief of Support Services by the end of January.

ARTICLE 37: Education Incentive and Training

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 Administrative Policy 139 Establishing a College Education Program for specifics details.

Section B All non-uniform employees who earn degrees from a nationally accredited institution shall be granted incentive pay increases to their position salary as follows:

• Acquiring an Associate's Degree	1.5%
• Acquiring a Bachelor's Degree	2.0%
• Acquiring a Master's Degree	2.5%

Section C The following certification 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. Any certifications below and those included in Article 22 Wage Scale Matrix must be maintained to receive the associated incentive pay:

• EVT Management (specific only to the Fleet Manager position)	.25%
• HVAC State Certification (for Facilities personnel)	1.5%
• Seattle Executive Leadership Academy	0.5%

Section D: Washington State trade licenses and other states regulated credentials not specifically identified in this Agreement may be reviewed by Labor and Management on a case-by-case basis to determine whether compensation is warranted.

ARTICLE 38: 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 The Department shall install charging stations as demand, logistics, and finances can accommodate. Charging stations at facilities outside of the Department will be dependent on those organizations agreeing to the implementation.

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

ARTICLE 39: 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 parental leave. If supplementing then parental leave must be used immediately following birth or adoption.

1. During the bonding supplementation period, employees may not work.
2. Once the employee returns to work, the supplementation period ends.
3. Employees may attend meetings.
4. 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.
5. Employees may choose to use, partially use, or not use supplementation.
6. Supplementation does not affect an employee's right to take PFML bonding leave as state law allows.
7. 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 leave, vacation, comp time) 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 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.

APPENDIX A: Wage Scale Matrix

2025 WAGE SCALE: January 1, 2025 - December 31, 2025						
Monthly Salary: FLEET						
Grade:			**0 – 6 Months**	**7 – 12 Months**	**13 – 24 Months**	***After 24 Months**
MECHANIC			5,774.35	6,736.75	7,699.14	**9,623.92**
Percentage of Time in Position			60.0%	70.0%	80.0%	100.0%
Hourly Rate			33.31	38.87	44.42	55.52
Fleet Manager	120.0%	66.63				11,548.71
Mechanic 1 (EVT Level 1 and T8): 0-6 Months	70.0%	38.87				6,736.75
Mechanic 1 (EVT Level 1 and T8): 7-12 Months	80.0%	44.42				7,699.14
Mechanic 1 (EVT Level 1 and T8): 13-24 Months	90.0%	49.97				8,661.53
Mechanic 1 (EVT Level 1 and T8): 24+ Months	100.0%	55.52				9,623.92
Mechanic 2 (EVT Level 2): 0-6 Months	80.0%	44.42				7,699.14
Mechanic 2 (EVT Level 2): 7-12 Months	85.0%	47.19				8,180.33
Mechanic 2 (EVT Level 2): 13-24 Months	95.0%	52.75				9,142.73
Mechanic 2 (EVT Level 2): 24+ Months	105.0%	58.30				10,105.12
Mechanic 3 (EVT Master Level 3): 0-6 Months	85.0%	47.19				8,180.33
Mechanic 3 (EVT Master Level 3): 7-12 Months	90.0%	49.97				8,661.53
Mechanic 3 (EVT Master Level 3): 13-24 Months	100.0%	55.52				9,623.92
Mechanic 3 (EVT Master Level 3): 24+ Months	110.0%	61.07				10,586.32
Monthly Salary: FACILITIES						
Grade:						***After 24 Months**
TECHNICIAN						**9,623.92**
Percentage of Time in Position						100.0%
Hourly Rate						55.52
Facilities Manager	120.0%	66.63				11,548.71
Facilities Tech: 0-6 Months	70.0%	38.87				6,736.75
Facilities Tech: 7-12 Months	80.0%	44.42				7,699.14
Facilities Tech: 13-24 Months	90.0%	49.97				8,661.53
Facilities Tech: After 24 Months	100.0%	55.52				9,623.92
Monthly Salary: MOBILE INTEGRATED HEALTH						
Clinical Coordinator / Social Worker						**11,336.29**
Percentage of Time in Position						100.0%
Hourly Rate						65.40
Clinical Coordinator: 0-24 Months	108.0%	70.63				12,243.19
Clinical Coordinator: 25-36 Months	110.0%	71.94				12,469.92
Clinical Coordinator: 37-48 Months	112.0%	73.25				12,696.64
Clinical Coordinator: 48+ Months	115.0%	75.21				13,036.73
Social Worker: 0-24 Months	106.0%	69.33				12,016.47
Social Worker: 25-36 Months	108.0%	70.63				12,243.19
Social Worker: 37-48 Months	110.0%	71.94				12,469.92
Social Worker: 48+ Months	113.0%	73.90				12,810.01

2026 WAGE SCALE: January 1, 2026 - December 31, 2026

Monthly Salary: FLEET

Grade:			0 – 6 Months	7 – 12 Months	13 – 24 Months	*After 24 Months
MECHANIC			5,930.26	6,918.64	7,907.01	**9,883.77**
Percentage of Time in Position			60.0%	70.0%	80.0%	100.0%
Hourly Rate			34.21	39.92	45.62	57.02
Fleet Manager	120.0%	68.43				11,860.52
Mechanic 1 (EVT Level 1 and T8): 0-6 Months	70.0%	39.92				6,918.64
Mechanic 1 (EVT Level 1 and T8): 7-12 Months	80.0%	45.62				7,907.01
Mechanic 1 (EVT Level 1 and T8): 13-24 Months	90.0%	51.32				8,895.39
Mechanic 1 (EVT Level 1 and T8): 24+ Months	100.0%	57.02				9,883.77
Mechanic 2 (EVT Level 2): 0-6 Months	80.0%	45.62				7,907.01
Mechanic 2 (EVT Level 2): 7-12 Months	85.0%	48.47				8,401.20
Mechanic 2 (EVT Level 2): 13-24 Months	95.0%	54.17				9,389.58
Mechanic 2 (EVT Level 2): 24+ Months	105.0%	59.87				10,377.95
Mechanic 3 (EVT Master Level 3): 0-6 Months	85.0%	48.47				8,401.20
Mechanic 3 (EVT Master Level 3): 7-12 Months	90.0%	51.32				8,895.39
Mechanic 3 (EVT Master Level 3): 13-24 Months	100.0%	57.02				9,883.77
Mechanic 3 (EVT Master Level 3): 24+ Months	110.0%	62.72				10,872.14

Monthly Salary: FACILITIES

Grade:			*After 24 Months
TECHNICIAN			**9,883.77**
Percentage of Time in Position			100.0%
Hourly Rate			57.02
Facilities Manager	120.0%	68.43	11,860.52
Facilities Tech: 0-6 Months	70.0%	39.92	6,918.64
Facilities Tech: 7-12 Months	80.0%	45.62	7,907.01
Facilities Tech: 13-24 Months	90.0%	51.32	8,895.39
Facilities Tech: After 24 Months	100.0%	57.02	9,883.77

Monthly Salary: MOBILE INTEGRATED HEALTH

Clinical Coordinator / Social Worker			**11,642.37**
Percentage of Time in Position			100.0%
Hourly Rate			67.17
MIH Program Manager	125.0%	83.96	14,552.96
Clinical Coordinator: 0-24 Months	108.0%	72.54	12,573.76
Clinical Coordinator: 25-36 Months	110.0%	73.88	12,806.61
Clinical Coordinator: 37-48 Months	112.0%	75.23	13,039.45
Clinical Coordinator: 48+ Months	115.0%	77.24	13,388.73
Social Worker: 0-24 Months	106.0%	71.20	12,340.91
Social Worker: 25-36 Months	108.0%	72.54	12,573.76
Social Worker: 37-48 Months	110.0%	73.88	12,806.61
Social Worker: 48+ Months	113.0%	75.90	13,155.88

2026 WAGE SCALE: January 1, 2026 - December 31, 2026

Monthly Salary: ADMINISTRATIVE SUPPORT STAFF

Position		0 – 12 Months	13 – 24 Months	*After 24 Months	*After 24 Months
		80%	*90%*	*100%*	*Hourly Rate*
Senior Finance Specialist	100%	$ 8,764.91	$ 9,860.53	**$ 10,956.14**	$ 63.21
Finance Specialist	100%	$ 8,041.20	$ 9,046.35	**$ 10,051.50**	$ 57.99
Senior Human Resources Specialist	100%	$ 8,550.80	$ 9,619.65	**$ 10,688.50**	$ 61.66
Human Resources Specialist	100%	$ 7,844.77	$ 8,825.36	**$ 9,805.96**	$ 56.57
Division Specialist	100%	$ 7,649.16	$ 8,605.31	**$ 9,561.45**	$ 55.16
Administrative Assistant	100%	$ 6,656.65	$ 7,488.73	**$ 8,320.81**	$ 48.00
Receptionist	100%	$ 5,664.14	$ 6,372.15	**$ 7,080.17**	$ 40.85

2027 WAGE SCALE: January 1, 2027 - December 31, 2027						
Monthly Salary: FLEET						
Grade:			**0 – 6 Months**	**7 – 12 Months**	**13 – 24 Months**	***After 24 Months**
MECHANIC			6,197.12	7,229.98	8,262.83	**10,328.54**
Percentage of Time in Position			60.0%	70.0%	80.0%	100.0%
Hourly Rate			35.75	41.71	47.67	59.59
Fleet Manager	120.0%	71.51				12,394.25
Mechanic 1 (EVT Level 1 and T8): 0-6 Months	70.0%	41.71				7,229.98
Mechanic 1 (EVT Level 1 and T8): 7-12 Months	80.0%	47.67				8,262.83
Mechanic 1 (EVT Level 1 and T8): 13-24 Months	90.0%	53.63				9,295.69
Mechanic 1 (EVT Level 1 and T8): 24+ Months	100.0%	59.59				10,328.54
Mechanic 2 (EVT Level 2): 0-6 Months	80.0%	47.67				8,262.83
Mechanic 2 (EVT Level 2): 7-12 Months	85.0%	50.65				8,779.26
Mechanic 2 (EVT Level 2): 13-24 Months	95.0%	56.61				9,812.11
Mechanic 2 (EVT Level 2): 24+ Months	105.0%	62.57				10,844.97
Mechanic 3 (EVT Master Level 3): 0-6 Months	85.0%	50.65				8,779.26
Mechanic 3 (EVT Master Level 3): 7-12 Months	90.0%	53.63				9,295.69
Mechanic 3 (EVT Master Level 3): 13-24 Months	100.0%	59.59				10,328.54
Mechanic 3 (EVT Master Level 3): 24+ Months	110.0%	65.55				11,361.39

Monthly Salary: FACILITIES			
Grade:			***After 24 Months**
TECHNICIAN			**10,328.54**
Percentage of Time in Position			100.0%
Hourly Rate			59.59
Facilities Manager	120.0%	71.51	12,394.25
Facilities Tech: 0-6 Months	70.0%	41.71	7,229.98
Facilities Tech: 7-12 Months	80.0%	47.67	8,262.83
Facilities Tech: 13-24 Months	90.0%	53.63	9,295.69
Facilities Tech: After 24 Months	100.0%	59.59	10,328.54

Monthly Salary: MOBILE INTEGRATED HEALTH			
Clinical Coordinator / Social Worker			**12,166.28**
Percentage of Time in Position			100.0%
Hourly Rate			70.19
MIH Program Manager	125.0%	87.74	15,207.85
Clinical Coordinator: 0-24 Months	108.0%	75.81	13,139.58
Clinical Coordinator: 25-36 Months	110.0%	77.21	13,382.90
Clinical Coordinator: 37-48 Months	112.0%	78.61	13,626.23
Clinical Coordinator: 48+ Months	115.0%	80.72	13,991.22
Social Worker: 0-24 Months	106.0%	74.40	12,896.25
Social Worker: 25-36 Months	108.0%	75.81	13,139.58
Social Worker: 37-48 Months	110.0%	77.21	13,382.90
Social Worker: 48+ Months	113.0%	79.31	13,747.89

2027 WAGE SCALE: January 1, 2027 - December 31, 2027					
Monthly Salary: ADMINISTRATIVE SUPPORT STAFF					
Position		**0 – 12 Months**	**13 – 24 Months**	***After 24 Months**	***After 24 Months**
		80%	*90%*	*100%*	*Hourly Rate*
Senior Finance Specialist	100%	$ 9,159.33	$ 10,304.25	**$ 11,449.17**	$ 66.05
Finance Specialist	100%	$ 8,403.05	$ 9,453.44	**$ 10,503.82**	$ 60.60
Senior Human Resources Specialist	100%	$ 8,935.59	$ 10,052.53	**$ 11,169.48**	$ 64.44
Human Resources Specialist	100%	$ 8,197.78	$ 9,222.51	**$ 10,247.23**	$ 59.12
Division Specialist	100%	$ 7,993.37	$ 8,992.54	**$ 9,991.72**	$ 57.64
Administrative Assistant	100%	$ 6,956.20	$ 7,825.72	**$ 8,695.25**	$ 50.16

ARTICLE 40: Term of Agreement

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

All pay and benefits shall be retroactively paid and provided to all employees from the start of the contract, including but not limited to current, separated, or retired employees, unless otherwise specified.

This contract applies to the Administrative Division from January 1, 2026, through December 31, 2027.

Executed this ___________ day of ______________________, 2026.

Shoreline Fire Department	**Local 1760, IAFF**
Kimberly A. Fischer, Chair	Doug Loeser, President, IAFF L-1760
Eric Adman, Vice Chair	Jerett Rumph, Vice President
Tyler Byers, Commissioner	Alan Christou, Vice President
David Harris, Commissioner	Michael Mentzos, Secretary
Rod Heivilin, Commissioner	Lauren Chase, Treasurer
Rick Nye, Commissioner	
Josh Pratt, Commissioner	**Attest:**
Barb Sullivan, Commissioner	Secretary to the Board

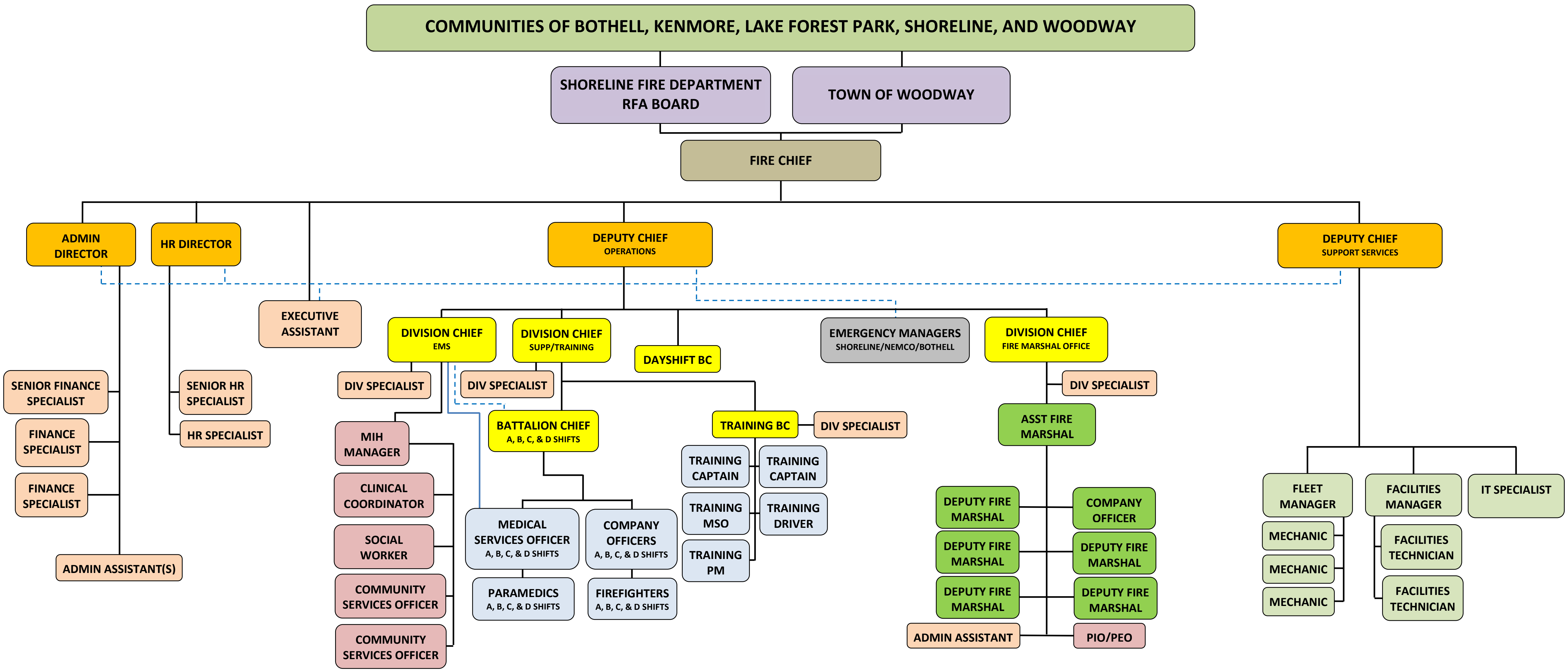
Rick Webster, Commissioner

Matt Cowan, Fire Chief

SHORELINE FIRE DEPARTMENT

ORGANIZATIONAL CHART FOR REMAINDER OF 2026

(Chart does not reflect Bothell positions, but does include ILA with Woodway)



Note: Roles are positioned visually in the chart to show chain of command and are not entirely representative of rank compared to other roles. Also, some positions are currently vacant but expect to be filled in 2027.

Dashed lines indicate supervision of projects, indirect daily activity supervision or direction.
Solid blue line indicates leadership for ALS readiness, clinical performance, system compliance.

For more detailed supervision, direction, and responsibilities refer to specific job descriptions.

SHOREINE 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

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
–			

October 15, 2026, 5:30 PM (**Meeting Station 51)**
Planned Absence: Commissioner Nye will have an excused absence or attend virtually

SUBJECT	RESOLUTION	TYPE	STAFF
PUBLIC HEARING – Initial draft presented / Budget and FBC Rate – Special Board meeting October 27 to review the 2027 Budget – Department Leadership Retreat Oct 19-21 – WFCA Spokane Oct 24-26			

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

SUBJECT	RESOLUTION	TYPE	STAFF
– Adoption of the 2027 Budget and Resolutions			

November 19, 2026, 5:30 PM (**Meeting Station 51)**
Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF

OTHER DETIALS: