



FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, August 18, 2026, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS.

Chair: Jolyon Johnson

Councilmembers: Bryan Holloway and Louis Washington.

This meeting will be conducted in person and remotely using Zoom.

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CALL TO ORDER & ROLL CALL.

AGENDA APPROVAL.

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES.

1. Approval of the minutes dated August 4, 2026

APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Report dated August 24, 2026

AGENDA BILLS.

3. **AB26-051:** Approval to Execute IAFF Union Contract.

DISCUSSION.

4. **Council Presentation:** King County Permitting Process - Leon Richardson.
5. 2027 Legislative Priorities.
6. Amend Minutes of the 9/9/19 Council Meeting.
7. Procurement.

ITEMS FOR FUTURE DISCUSSION.

CITY COUNCIL AGENDA REVIEW.

8. Review Draft City Council Agenda dated August 24, 2026.

ADJOURNMENT.



FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Tuesday, August 04, 2026, at 6:00 PM

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER.

Chair Jolyon Johnson called the meeting to order at 6:00 pm.

Committee Members: Mayor Pro Tem Jolyon Johnson, Councilmembers Louis Washington and Bryan Holloway.

Executive: Mayor James Mayhew.

City Staff: City Administrator Andrea Lehner, City Attorney Dena Burke, City Clerk Kim Agfalvi, Finance Director Drew Bouta, IT Specialist Andre Jongekryg.

AGENDA APPROVAL.

The agenda was unanimously approved.

PUBLIC COMMENTS.

No public comments were made.

MINUTES.

1. Approval of the minutes dated July 21, 2026.

The meeting minutes of July 21, 2026 were unanimously approved.

APPROVAL OF WARRANTS / CLAIMS.

2. Consideration of Claims Report dated August 10, 2026.

Mayor Pro Tem Johnson stated he had received no questions about the claims report from other Councilmembers and the committee had no questions on the claims report.

Action: Move item to the City Council meeting on August 10th, 2026, as a consent agenda item.

AGENDA BILLS.

No agenda bills were presented.

DISCUSSION.

3. Flood Event Update.

No update was provided.

4. Potential Land Use in Unincorporated UGA.

Councilmember Holloway opened the discussion on Potential Land Use in Unincorporated UGA. Committee discussion followed.

ITEMS FOR FUTURE DISCUSSION.

None.

CITY COUNCIL AGENDA REVIEW.

5. Review Draft City Council Agenda dated August 10, 2026.

Committee members unanimously approved the August 10th, 2026, City Council meeting agenda.

ADJOURNMENT.

Mayor Pro Tem Johnson adjourned the meeting at 6:10pm.

Minutes prepared by Kim Agfalvi, City Clerk.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the_____, 2026, Finance & Administration Committee Meeting.



IAFF (i.e., Fire Union) Proposed Collective Bargaining Agreement (CBA)

August 10, 2026

Proposed Economic Changes



Current CBA		Proposed CBA		
Cost of Living Adjustment (COLA)	CPI-W	COLA	Floor	Ceiling
		2026: 5.7%	-	-
		2027: CPI-W + 1%	2%	5%
		2028: CPI-W	2%	4.5%
Longevity Pay	>5 Years: 1% >10 Years: 2% >15 Years: 3% >20 Years: 4% >25 Years: 5%	>5 Years: 2% >10 Years: 3% >15 Years: 4% >20 Years: 5% >25 Years: 6%		
Education Incentive	45 Credits: \$50/mo. AA Degree: \$100/mo. 120 Credits: \$150/mo. BA/BS Degree: \$200/mo.	45 Credits: AA Degree: 1%/mo. 120 Credits: BA/BS Degree: 2%/mo.		
Specialty Pay	Members receive 1% for only one certification.	Members receive 1% for each certification obtained, up to two.		

Estimated Total Cost



Estimated Total Cost of the Proposed IAFF Contract (CBA)

(in thousands and nominal dollars)

	2025 Actual	2026 Est.	2027 Est.	2028 Est.
Salaries & Wages	\$1,608K (\$1.61M)	\$1,901K (\$1.90M)	\$1,998K (\$2.00M)	\$2,069K (\$2.07M)
Longevity Pay	\$16K	\$22K	\$23K	\$30K
Education Incentive	\$12K	\$11K	\$12K	\$12K
Specialty Pay	\$8K	\$16K	\$17K	\$18K
Medical Benefits	\$492K	\$527K	\$569K	\$603K
Retirement (DRS)	\$141K	\$139K	\$147K	\$154K
Other Benefits*	\$196K	\$223K	\$232K	\$240K
TOTAL =	\$2,473K (\$2.47M)	\$2,840K** (\$2.84M)	\$2,997K (\$3.00M)	\$3,127K (\$3.13M)

*Other benefits include Medicare, unemployment, paid family medical leave, and worker's comp.

** The 2026 budget for the IAFF contract (without assuming the 5% vacancy rate) is **\$2,839K (\$2.84M)**.

1% Property Tax Increase ≈ \$90K
Property Tax ≈ 40% of GF Revenues

City of Snoqualmie

Council Agenda Bill

AB Number

AB26-051

Agenda Bill Information

Title *

IAFF Collective Bargaining Agreement 2026-2028

Action *

Motion

Council Agenda Section

Discussion

Council Meeting Date *

08/26/2026



Staff Member

Kim Johnson/Drew Bouta/Chief Mike Bailey

Department *

Administration

Committee

Finance and Administration

Committee Date

08/18/2026



Exhibits

Packet Attachments - if any

Drag and drop up to 10 files here to upload or [Choose files](#)

Files (4 uploaded)

	Firefighters CBA 2022-2025.pdf	483.37KB
	2026-2028 Snoqualmie IAFF CBA CLEAN.docx	59.59KB
	2026-2028 Snoqualmie IAFF CBA REDLINE.docx	79.4KB
	2026-2028 Snoqualmie IAFF CBA - Financial Information.pptx	249.4KB

Click [here](#) to review attachments.

Summary

Introduction *

Brief summary.

This Collective Bargaining Agreement (CBA) with the IAFF covers the period 2026 - 2028 and replaces the expired CBA covering 2022-2025. It sets the terms for compensation over the next three years including cost of living increases, incentives for retention and education, and other working condition provisions.

Proposed Motion

Move to approve IAFF CBA for 2026-2028 and authorize the Mayor to sign.

What was done (legislative history, previous actions, ability to hyperlink)

Analysis *

The term of this agreement is January 1, 2026 - December 31, 2028. The City of Snoqualmie (City) and the International Association of Fire Fighters (IAFF) settled on a three-year agreement. The new agreement accounts for a 5.7% COLA retroactive to January 1, 2026, 2% - 5% range (depending on the June to June CPI-W) + 1% for 2027, and a 2% - 4.5% range (depending on the June to June CPI-W) for 2028. The longevity pay incentive increased from a range of 1% - 5% to a range of 2% - 6% depending on years of service also retroactive to January 1, 2026. The education incentive pay will now be paid as a percentage of the employee's base rate of pay instead of a flat monthly amount for an associate degree or bachelor's degree only. Specialty pay will now pay at 1% per specialty outlined in the CBA, up to a maximum of two specialties rather than one specialty. Lastly, much time was spent working through the entire agreement to bring it up to date with current labor laws and standards and to make it easier to read and interpret.

Funds have already been authorized in the current biennial budget.

The proposed CBA is estimated to cost the City of Snoqualmie \$2.84M, \$3.00M, and \$3.13M in 2026, 2027, and 2028 respectively. The 2025-2026 Biennial Budget appropriated \$2.84M towards the cost of the contract in 2026. Please see the attached "2026-2028 IAFF CBA - Financial Information" for more information.

Amount of Expenditure	Amount Budgeted	Appropriation Requested
\$ 2,840,375.00	\$ 2,839,289.00	\$ 0.00

Screenshot below is an image of the budget summary table.

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Comments:

**Collective
Bargaining Agreement**

**Between the
City of Snoqualmie**

And

**International
Association of Fire
Fighters
Local 1762**

January 2026 – December 31, 2028

IAFF Local 1762
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ARTICLE 1 Preamble

1.1 This Agreement is entered into between the City of Snoqualmie, hereinafter referred to as the “Employer”, and the International Association of Fire Fighters Local 1762, hereinafter referred to as the “Union”, governing wages, hours, and working conditions.

ARTICLE 2 Union Recognition

2.1 The Employer recognizes the Union as the exclusive bargaining agent for all uniformed firefighting Fire Department employees (“Eligible Employees”), excluding confidential, temporary and supervisory employees. Supervisory employees are defined to mean employees above the rank of Captain. If any position is created above the rank of Captain, either party may file clarification proceedings with the Public Employment Relations Commission.

2.2 Employees hired in temporary uniformed Fire Department positions shall not serve in that position for longer than a six-month period. If retained beyond six months, they will be converted to a uniformed employee eligible for representation by the Union, and for purposes of this Agreement their seniority shall revert to original date of hire.

ARTICLE 3 Union Business

3.1 Union Meetings

a) The Employer shall allow the usage of City property for Union meetings subject to availability. On-duty personnel will be allowed to attend such meetings as long as it does not interfere with normal operational duties.

3.2 Bulletin Board Space

a) The Union will be given space at each Fire Station to install and maintain a bulletin board for Union business. Such boards will bear no cost to the Employer.

3.3 Time off For Union Business

a) The Employer agrees that during working hours on the Employer’s premises and without loss of pay, Union representatives shall be allowed reasonable time to attend negotiation sessions with the Employer and transact communications related to negotiations.

b) If a Union member needs time off to attend other meetings for Union business, unpaid leave shall be granted as long as the employee’s absence does not interfere with the operations of the Fire Department. The Union will make any such request for unpaid leave for Union business to the Fire Chief at least forty-eight (48) hours in advance. The Union may also request to use leave as outlined in Article 18.7.

ARTICLE 4 Union Membership

4.1 Union Membership

a) Eligible Employees have the option to become members of the Union. Membership as used in this Article means that, following the procedures set forth in Article 5, the employee has paid, or offered to pay, the initiation fee and regular monthly dues uniformly required for membership in the Union.

4.2 Union shall be afforded reasonable access as defined in RCW 41.56.037 to new bargaining unit members within the first (90) days of placement in the bargaining unit for the purpose of presenting information about the benefits of Union Membership.

ARTICLE 5 Payroll Deductions

5.1 Upon the authorization of an Eligible Employee, the Employer shall deduct from the payments to said employee the amount of dues as certified by the Union Secretary, and shall transmit those dues to the Union treasurer once per month.

5.2 Eligible Employees may participate in payroll deductions provided in Section 5.1 above, in accordance with the following procedures. An Eligible Employee's authorization to have the Employer deduct membership dues from the employee's salary must be made to the Union, which will provide written notice to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the Union that an Eligible Employee has authorized dues withholding.

5.3 The Eligible Employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An Eligible Employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Union representative in accordance with the terms and conditions of the authorization. After the Employer receives confirmation from the Union that the Eligible Employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation. Unless otherwise provided herein, the Employer shall rely on information provided by the Union regarding the authorization and revocation of deductions. The Union will provide timely written notice to the Employer of the cancellation of dues authorization by an Eligible Employee.

5.4 The Union will indemnify, defend and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Union. The Union agrees to refund the Employer any amounts paid to it in error on account of dues deduction provisions upon presentation of proper evidence thereof.

5.5 In situations where errors arise from any of deductions set forth in this Agreement, errors will be corrected by mutual agreement of the parties.

ARTICLE 6 Legal

6.1 The Employer agrees to maintain a liability insurance policy that covers all employees. This requirement shall be deemed satisfied by the Employer's membership in good standing in the Washington Cities Insurance Authority self-insurance pool.

ARTICLE 7 Savings Clause

7.1 This Agreement shall be subject to change and modification as may be mutually agreed upon by both parties hereto in writing. If any provision of this Agreement or the application of such provisions 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 unaffected.

ARTICLE 8 Mergers, Consolidation, Mergers, Contracts, Annexation

8.1 At least 30 days prior to the effective date of any Snoqualmie Fire Department consolidation, merger, contract for fire/EMS services, or annexation, the Employer agrees to notify the Union of the consolidation, merger, contract for fire/EMS services, or annexation and to bargain in good faith the effects, if any, on the wages, hours, and working conditions of employees covered by this Agreement.

ARTICLE 9 Management Rights

9.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

- a) To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees.
- b) To direct, hire, promote, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any discharge decision of the Employer.
- c) To evaluate jobs and positions, classify positions, establish qualification requirements of employees and specify the employee's duties and work.
- d) To manage and operate the services in all respects and without restrictions.
- e) To establish the location and number of stations and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the service provided and performed.

f) To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

9.2 The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedure.

ARTICLE 10 Grievance Procedure

10.1 A grievance is defined as a dispute involving the interpretation or application of the provisions of this Agreement and/or binding past practices that are encompassed by this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving grievances. The employee shall have the right to Union representation in all steps of grievance procedure. When the term “days” is used, it shall refer to calendar days. The employee or the Union, representing or acting on behalf of itself, can file a grievance.

10.2 Step One – The employee or the Union shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The employee or the Union shall submit the written statement of grievance to the Fire Chief within thirty (30) days. In the event the employee or the Union does not present such grievance within thirty (30) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fourteen (14) days from submission of the written statement of the grievance to respond in writing to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Union.

10.3 Step Two – If the grievance is denied at Step 1, a written statement of grievance shall be submitted by the Union within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to respond in writing to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Union to the grievance shall sign it.

10.4 Step Three – If the grievance is denied at Step 2, the Union may request arbitration within twenty (20) days of the denial. This request must be submitted in writing to the Mayor. Representatives from the Employer and the Union shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Union shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.

10.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to the interpretation and application of the provisions and/or binding past practice that are encompassed by this Agreement. The decision of the arbitrator shall be final and binding on the Union, the Employer and the employees involved.

10.6 The cost of the Arbitrator shall be borne equally by the Employer and the Union. Each party shall bear its costs of presenting its case including attorney's fees.

10.7 There may be some instance where an outside agency or party may be used for arbitration in lieu of PERC, if both the Employer and Union agree.

10.8 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.

10.9 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

ARTICLE 11 Rules and Regulations

11.1 The Union agrees that its members shall comply with all City and Department rules and regulations, including those relating to conduct and work performance. Proposed changes in rules and regulations will be presented to the Union for review and for bargaining if required by RCW 41.56 prior to implementation of a change, except for a bona fide emergency. This review period shall not be longer than thirty (30) days.

ARTICLE 12 Personnel Records

12.1 In addition to the Employer's personnel records policy as set forth in the City of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:

- a) Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.
- b) May receive copies upon request of items in their personnel file.
- c) Request in writing to the Fire Chief that disciplinary documents be purged one (1) year after being placed in their personnel file.
- d) If request is denied, employee has the right to appeal the Fire Chief's decision to the City Administrator, or designee. The decision of the City Administrator is final and not subject to the grievance procedure.

ARTICLE 13 Reduction in Force

13.1 In the case of reduction in force, the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced. If the reduction in rank results in the need for a reduction in force, the employee reducing in rank shall bump the least senior bargaining unit employee.

13.2 In the case of a layoff, the employee shall be placed on a rehire list for one (1) year. The employee is responsible to ensure the Employer has their current phone number and email address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are still medically and physically fit to return to work. An employee who does not respond to an offer of recall within fifteen (15) calendar days will be removed from the recall list.

ARTICLE 14 Definition of Seniority

14.1 Seniority in the Fire Department shall be defined as continuous service as a full-time regular uniformed employee within the Department. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the civil service list.

14.2 Seniority in classifications above fire fighter shall be determined by length of continuous service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the civil service promotional process.

14.3 Seniority will continue to accrue for employees unless the employee takes an unpaid Leave of Absence of greater than thirty (30) days. Seniority for purposes of this Article shall also continue to accrue during such period employee is on leave pursuant to state or federal law.

ARTICLE 15 Promotion

15.1 If a promotional opportunity exists within the bargaining unit, the promotional opportunity will be filled by a bargaining unit member provided that there are two (2) or more eligible bargaining unit members who meet the criteria that are set forth in paragraph 2 below.

15.2 Eligibility for Promotion will be defined as:

- a) Lieutenant: a minimum of two years of service with the Snoqualmie Fire Department as a Firefighter.
- b) Fire Captain: a minimum of three years of service at the rank of Lieutenant with the Snoqualmie Fire Department.

- c) Candidate meets mandatory educational requirements for the job posting, or has the ability to acquire the necessary training before the end of probation period.
- d) Candidate passes the promotional testing with a score of greater than 70%.

15.3 If there are less than two (2) eligible bargaining unit members following the testing process, or less than two (2) bargaining unit members apply for the position, then the City may re-test or re-post the position.

15.4 If a vacancy occurs as a result of termination, resignation, death or retirement in a bargaining unit position, and it is not due to a reduction in force or reduction in rank, the City agrees to fill the vacancy within six (6) months, or by a later date if mutually agreed by the City and the Union.

15.5 Promotions to the rank of Lieutenant or Captain shall have a probationary period of six months. Promoted employees will receive an evaluation after approximately three (3) months/ Promoted employees not meeting probationary standards or requirements, as identified in an evaluation, performance improvement plan, or disciplinary process, may have their probationary period extended one (1) time for up to three additional months. After successful completion of the probationary period the employee will be moved to step B of the applicable pay scale for the position. Any employee who fails the promotional probationary period may return to their appointed position held prior to the promotion.

15.6 Newly hired employees serve a probationary period of twelve (12) months from their date of hire or graduation from the academy, whichever is later. The probationary period shall automatically extend for any leave of absence that occurs during the probationary period and that is in excess of fourteen (14) consecutive calendar days. Probationary employees may be terminated without just cause, which is not subject to the grievance procedure.

ARTICLE 16 Specialty Incentive and Deployment Standards

16.1 Employees shall receive a specialty incentive for technician or similar certification for the following certifications:

- a. Boat Operator
- b. Hazmat Technician
- c. Red card

16.2 Employees shall be compensated at a rate of 1.0% of Step E (Firefighter) per specialty incentive and shall be compensated for a maximum of two (2) specialty certifications. It is understood that swiftwater technician certification is considered part of the employee's job description.

16.3 Involvement in the all-risk mobilization or other similar disaster deployments is strictly voluntary. The Employer agrees to provide ongoing wildland training for not more than four (4) employees; initial NWCG Firefighter I/II training costs will be

covered by the employer and subject to the approval process. No backfill or overtime will be paid for initial training. Because of the training and equipment costs encumbered in this process, employees are expected to participate in this program for not less than three (3) years before withdrawing.

16.4 The Employer will develop a list of pre-approved equipment needed for deployment. All equipment needed for deployment will be purchased by the Employer.

16.5 All deployments are subject to the approval by the Fire Chief or designee. Not more than one (1) employee will be on deployment to mobilization incidents or disaster responses unless approved by the Fire Chief or designee. Employees shall not deploy until all requirements outlined in the Deployment and Disaster Response PPG are met. Mobilized employees will only be compensated for hours worked and reimbursed by the requesting agency. Deployments will be at no expense to the employer.

ARTICLE 17 Hours of Duty

17.1 Employees shall be assigned by the Fire Chief to one of two alternate work cycles, a six-day or an eight-day cycle.

17.2 The six-day Cycle shall consist of six (6) consecutive days per cycle and shall be known as the “48/96 shift.” The 48/96 Shift shall consist of two (2) 24-hour shifts on duty, followed by four (4) 24-hour shifts off duty.

A “Kelly Day” is a scheduled 24 hour on-duty shift where an employee does not work.

The total number of “Kelly Days” annually for each employee will be 14. This will reduce the average workweek to approximately 49.5 hours, which equates to 2,584 hours per year.

17.3 Employee’s work schedules will be broken down into twenty-four (24) day FLSA periods. Personnel must schedule a minimum of one day off during each twenty-four (24) day period. This will satisfy the FLSA 24- day work period requirements. Each employee will use a combination of Kelly Days and Holidays to accomplish this. The Union will submit a calendar to the Fire Chief by December 1st of the previous year. The Fire Chief will have thirty (30) days to review and approve the calendar. Once approved, these days shall not be changed, unless the employee and the Fire Chief agree, and the change is within the same twenty-four (24) day period. Discrepancies will be corrected at the Fire Chief’s discretion. No more than one employee will be allowed off on Kelly, Holiday, or vacation per shift. During 2026, beginning on the date when this Agreement is ratified by both parties, an additional fifteen (15) days per shift will be available for additional Kelly, Holiday, or vacation selection. Beginning on January 1, 2027, the number of additional days per shift for Kelly, Holiday, or vacation selection will be 20. The Chief has discretion to permit additional shifts beyond the 20 per shift per year referenced herein with advance approval. Employees must schedule all Kelly Days and Holidays at the beginning of the year. In order for two (2) people to be off, there must be an officer/acting officer and a driver remaining on the shift.

17.4 The Eight-Day Cycle shall consist of eight (8) consecutive days per cycle. Personnel assigned to this cycle shall work 0800 hours to 2000 hours, four (4) consecutive days on-duty, followed by four (4) consecutive days off. The workweek shall be an average of forty-two (42) hours, which equates to 2,190 hours per year. This shift will be modified to cover vacation, holiday, and Kelly days provided that the substituted schedule does not exceed forty-eight (48) hours in an eight (8) day period beginning with the first day of the four shift rotation. Substitution of shifts must be done on a regularly assigned duty day unless mutually agreed upon by both parties.

17.5 Additional shift configurations may be adopted if mutually agreed upon by the employee, Union and the Employer.

17.6 The 40-hour work week shall consist of five 8-hour days, Monday through Friday. The FLSA work period shall be a 14-day period. Employees may be assigned to a 40-hour work week for light duty, initial employment, training, or other operational reasons.

17.6 Work hours for the Six-Day Cycle employees shall be from 08:00 to 0800 hours the following day. The hours between 0800 to 1700 shall be considered "Productive Work Hours." The hours between 1700 hours and 0800 hours shall be considered, with the exception of volunteer training, occasional public relation assignments, and activities necessary for emergency preparedness, "Emergency Stand-by Time." The 24 hour holidays of Thanksgiving, Christmas, and New Year's will be considered "Emergency Stand-By Time" after daily and weekly apparatus checks, and all assurances are made to insure proper and efficient emergency response.

17.7 Personnel shall be given three (3) month notice for any changing of personnel unless a bona fide emergency exists or unless staffing changes are necessitated by unexpected vacancies that arise due to separation from employment or unexpected long-term absences caused by injuries or illnesses. This notice shall include the specific shift and/or assignment of each individual affected. Personnel will not have their schedule changed more than once in a calendar year unless mutually agreed on by the Union and the Employer.

17.8 Employees shall not regularly be required to attend mandatory training or perform work on previously scheduled Kelly days, holidays or vacation days. However, if required by the Fire Chief to attend mandatory training or perform work on any such day, the employee may take the previously scheduled time off during the current work cycle or choose to be paid at the employee's overtime rate for the actual training or working time. Bargaining unit members will be given a minimum of seven (7) calendar days of any such training time. Members provided less than seven days' notice may attend voluntarily.

17.9 When the staffing calendar permits and subject to the approval of the Fire Chief or designee, employees may voluntarily move a shift when the move does not impact

minimum staffing levels, and to cover an overtime shift. Known as shift-sliding, all moves must comply with FLSA rules and not have a financial impact to the City.

17.10 The MOU for the current Training Captain remains in effect. When the Training Captain position becomes vacant, the position will change to a 40-hour **workweek and the Training Captain will receive a 5% premium applied to their base wage.** The 40-hour **workweek** will flex to meet the needs of volunteer training commitments.

ARTICLE 18 Vacations

18.1 Personnel assigned to the six-day cycle shall be given the following time off for vacation.

<u>Years of Service</u>	<u>Semi-Monthly</u>	<u>Annual Accrual</u>
0 – 3 years	5 hours	120 hours
Beginning 4-6 years	6 hours	144 hours
Beginning 7-9 years	7 hours	168 hours
Beginning 10-14 years	8 hours	192 hours
Beginning 15-19 years	9 hours	216 hours
20+ years	10 hours	242 hours

Personnel assigned to a 40-hour workweek and the current Training Captain shall be given the following time off for vacation:

<u>Years of Service</u>	<u>Semi-Monthly</u>	<u>Annual Hours</u>
<u>0-3 years</u>	4.36 hours	104.6 hours
Beginning 4-6 years	5.23 hours	125.52 hours
Beginning 7-9 years	6.10 hours	146.4 hours
Beginning 10-14 years	6.97 hours	167.28 hours
Beginning 15-19 years	7.84 hours	188.16 hours
Beginning 20+ years	8.75 hours	210 hours

18.2 Employees may accrue up to a maximum of three hundred and twenty (320) hours of vacation. Any hours accrued above the maximum are forfeited except **as provided in Article 18.4.**

(*removing for simplicity/redundant to Article 17.3)

18.4 If an employee is unable to take vacation because of another employee's disability, or if there is a vacant bargaining unit position that hasn't been filled, and they

will exceed the maximum vacation accrual in 18.2, the employee will notify the Fire Chief and request an extension of up to (6) months to take the vacation. The employee will continue to accrue vacation during the six-month period. If, by the end of the six-month extension, the employee has still been unable to utilize enough vacation to have their bank fall below the 320 cap due to the same circumstances, then the hours over the cap will be cashed out . hour for hour at the employee's straight time rate.

18.5 The principle of first come, first served will be utilized for scheduling conflicts. No "bumping" will be allowed.

18.6 Sections 18.3 – 18.5 shall not apply to the Training Captain.

18.7 The Employer agrees to establish and maintain a Union Leave bank to allow time off with pay for: (a) authorized Union representatives in the bargaining unit to attend IAFF or WSCFF sponsored conferences, conventions, or seminars related to contract administration; and (b) overtime backfill to cover the representatives, if any. On or before October 1 of each year, the Union will notify the Employer in writing of the number of vacation hours to deduct from each employee's vacation accrual. The number of hours must be in whole hour increments and must be the same for all employees. Deductions will be made by the Employer in January of the following year. The maximum number of hours that can be maintained in the Union Leave bank at any time is 240 hours. Hours will be tracked and used on an hour-for-hour basis. Notice of Union Leave must be provided to the Chief or designee at least fourteen (14) calendar days in advance.

ARTICLE 19 Holiday Time

19.1 Six-Day Cycle employees shall receive one hundred forty-four (144) hours, the Training Captain shall receive one hundred twenty (130) hours, and Eight Day Cycle employees shall receive one hundred and four (104) hours paid holiday leave per year in lieu of holidays. Holidays shall be taken in the calendar year earned. These days are to be used throughout the year and scheduled by December 1 for the following year. If not completed, the Employer will schedule the holidays and inform the employee by January 1 of the following year. There shall be no "carry over" of holiday hours.

19.2 Holiday hours shall be available by January 1 of each year, except as follows. For any member who is hired or separates from the City after January of any calendar year, holiday hours shall be prorated on a monthly basis according to the following formula: the total number of holiday leave hours under Section 19.1 / 12 X number of months worked that year. For any member separating from the City, the annual hourly benefit minus the pro-rated holiday hours provided will be deducted from the member's leave bank prior to issuance of the final paycheck. The number of employees allowed off per shift is addressed in Article 17.

ARTICLE 20 Call Back Pay and Overtime

20.1 All employees covered by the terms of this contract, who are called back to work from off-duty, beyond their scheduled work week, shall be paid at the rate of time and one-half, with a minimum of two (2) hours except:

- a) Employees responding off-duty to a fire incident or request for staffing in accordance with department policy shall be paid at the rate of time and one-half for their time worked, beginning when they start their response.
- b) No minimum will be paid if the emergency response time worked is an extension of the employee's shift.

20.2 The Union shall maintain and administer a callback / overtime list. This list shall be rotating, and fairly maintained amongst all employees. The Employer must authorize all overtime.

20.3 The Employer reserves the right to call back employees for special projects that they are involved with. This may be initiated without the use of the rotation list. Personnel shall receive a minimum of two (2) hours for such call back.

20.4 Employees will be paid overtime on their normally assigned shift should they be called back during a day that was previously approved as a day off. The days eligible are days that were pre-scheduled during the previous year. These days include Kelly days, holidays and vacation days.

20.5 If mutually agreed to, Employees may be assigned to be on call for specific events, pending disasters, or other programs that support the mission of the fire department. On call assignments shall be at the discretion of the Fire Chief and shall be not less than forty-eight (48) hours in length. Employees accepting an on-call assignment agree to return to duty at the fire station or emergency incident location within thirty (30) minutes of the request. Employees accepting the on-call assignment shall be compensated for three (3) hours at the overtime rate. Employees returning to a call back request shall be compensated hour-for-hour, with no minimum hours, at an overtime rate for every hour worked during call-back.

20.6 Prescheduled overtime will be filled based on position for position overtime. The parties agree to address amendments to Department policy using the labor-management process.

ARTICLE 21 Shift Exchange

21.1 Shift Exchanges and Stand-by will be granted according to the Snoqualmie Fire Department Policy and Procedural Guidelines. Shift exchanges shall not interfere with Fire Department operations and shall not result in any financial impact to the Employer, including any cost to maintain minimum staffing, determined at the time the request is approved. Shift exchanges shall not create an administrative burden on the Fire Administration.

21.2 Shift exchanges can occur between employees regardless of rank as long as one of the on-duty personnel has a minimum of two years of full-time employment with the City. The parties acknowledge that position for position shift exchanges is preferable for operations, safety and training reasons, unless otherwise approved by the Fire Chief.

ARTICLE 22 Duty out of Rank

22.1 There shall be a shift supervisor who is a member of the bargaining unit on duty at all times. The request of members who have submitted in writing prior to 3/15/2026 the desire to not be considered for this position will be honored and accepted. The Fire Captain may be designated as the shift supervisor after 1700 hours during the Fire Captain's 24-hour work shift, or during such other times when no other on-duty bargaining unit member willing to serve as shift supervisor is available.

22.2 When management assigns duties as an acting Lieutenant, the Firefighter so assigned shall receive one (1) hour of overtime per shift worked. An acting assignment of half shift (1-12 hours) shall receive 30 minutes overtime. An acting assignment of over half shift shall receive one (1) full hour of overtime at the employee's regular overtime hourly rate of pay.

22.3 The qualifications to be eligible to act as shift supervisor and procedures for designation as shift supervisor shall be established by departmental policy 1006.

22.4 Bargaining unit members assigned to fill the role of shift supervisor for more than 30 consecutive days due to the absence of a regularly assigned supervisor, shall be compensated at the Step A Lieutenant wage with a maximum increase of ten percent (10%) for the duration of the assignment. If a bargaining unit member is asked to perform the duties of the position of Captain for more than 30 days, they will be compensated at Step A of the Captain wage with a maximum increase of ten percent (10%). This provision shall not apply when the employee is in training status. Members filling the role of long-term acting officer are expected to function as the supervisor and complete customary duties for the respective position.

ARTICLE 23 Sick Leave

23.1 Sick leave shall accrue at the rate of twelve (12) hours per month for Six-Day Cycle employees. Effective January 1, 2027, sick leave shall accrue at the rate of thirteen (13) hours per month for Six-Day Cycle employees. A maximum amount of one thousand eighty (1,080) hours may be carried over from year to year. Six-Day Cycle employees shall receive compensation equal to thirty-three percent (33%) of the sick leave hours that exceed one thousand eighty (1,080) hours. This will be paid at the employee's straight time rate of pay. Request for such compensation must be submitted to the Employer, in writing, on or before December 10 of each year.

23.2 Sick leave shall accrue at the rate of eight (8) hours per month for Eight Day Cycle and 40-hour employees. A maximum amount of seven hundred twenty (720) hours may be carried over from year to year. Eight Day Cycle employees shall receive compensation equal to thirty-three percent (33%) of the sick leave hours that exceed seven hundred twenty (720) hours. This will be paid at the employee's straight time of pay. Requests for such compensation must be submitted to the Employer, in writing, on or before December 10 of each year. Personnel switching from a Six-Day Cycle to an Eight Day Cycle shall be held at the Six-Day Cycle accrual rate.

23.3 Such leave shall be granted upon application before or within reasonable time after the absence, depending on the circumstance of each case. Each employee shall use sick leave solely for the purpose of a bona fide illness or injury and in accordance with City Policy and Washington State law. Utilization of sick leave for any other purpose shall be cause for disciplinary action.

23.4 After three (3) consecutive shifts of illness or injury the employee must, at the request of the Employer, furnish a note or letter from a physician that states the employee has been seen by the physician and is able to return to full firefighting duties.

23.5 Any employee that has accrued four hundred thirty two (432) hours of sick leave may transfer up to a maximum of seventy two (72) hours to another employee who has exhausted their accrued time off. This is only available in case of an injury or illness of the employee.

23.5 The Training Captain shall accrue sick leave at the rate of 10 hours per month. A maximum amount of one thousand eighty (1,080) hours may be carried over from year to year. The Training Captain is eligible for the sick leave incentive program in Article 23.1.

ARTICLE 24 Bereavement Leave

24.1 In the event of a death in the employee's immediate family, the employee shall be granted forty-eight (48) hours of paid bereavement leave. An employee may take an additional seventy-two (72) hours of sick leave if additional time off is needed. This is subject to the employee having sick time available. Notwithstanding the above, the Training Captain shall receive up to two work shifts off for the death of the employee's immediate family member, as defined in Section 24.2. Such leave shall be used for consecutive shifts only. The Training Captain may be granted an additional two (2) shifts of sick time off if more time is needed.

24.2 "Immediate family" is defined as spouse and children of an employee and/or mother, father, sister, brother, mother-in-law, father-in-law, grandmother or grandfather of the employee, or any other relative living in the employee's household.

ARTICLE 25 Light Duty

25.1 Any LEOFF II employee that becomes injured or medically unfit for duty, may petition the Fire Chief asking to be returned to Light Duty status contingent upon the following:

- a) The Fire Chief will meet with the Lieutenants of the Fire Department to establish whether there exists work applicable to “Light Duty” assignment.
- b) The physician treating the employee must furnish a release to “Light Duty” status listing the types of work the employee is allowed to perform.
- c) The Fire Chief’s determination there is justification and there exists a meaningful job to perform is final and without right of appeal.
- d) The time for light duty assignments will not exceed ninety (90) days. Extension requests will be reviewed every thirty- (30) days and additional days may be granted.
- (e) All light duty assignments will conform to the seven-day cycle.

25.2 Any LEOFF II employee that becomes temporarily injured or temporarily medically unfit for duty because of an accepted Labor and Industries claim, and the attending physician certifies modified duty, may be assigned light duty until the claim is closed, if work is available. This assignment does not require the city to create or establish a position if the employee is fully or partially disabled.

25.3 The schedule for personnel on light duty shall be seven-day cycle defined in Article 17 unless otherwise agreed to by the Employer and individual.

25.4 While on light duty, employees shall accrue vacations and sick leave as they normally would on regular duty during the first thirty (30) days of their light duty assignment. If the light duty lasts more than thirty (30) days, beginning on the 31st day employees shall begin accruing vacation and sick leave at the day shift (7 day cycle, 40 hour workweek) rates during the remainder of their light duty assignment. When an employee returns to the 6-day cycle, their vacation and sick leave accrual will resume at the 6-day cycle rates.

ARTICLE 26 Wages

26.1 Automatic Step Progressions

Fire Fighter

Lieutenant

Step A (0-12 Mo): 80% of Step E	Step A (0-6 Mo): 105% of Step E
Step B (13-24 Mo): 85% of Step E	Step B (6+ Mo): 110% of Step E
Step C (25-36 Mo): 90% of Step E	
Step D (37-48 Mo): 95% of Step E	
Step E (49+ Mo): 100%	

Fire Captain

Step A (0-6 mo)	115% of (Firefighter) Step E
Step B (6 + mo)	120% of (Firefighter) Step E

Effective 1-1-26, Step E Firefighter will be increased by 100% CPI-W (June) Seattle-Tacoma-Bellevue (2.7%) plus three percent (3%) for a total of five point seven percent (5.7%).

Effective 1-1-27, Step E Firefighter (100%) will be increased by 100% CPI-W (June) Seattle-Tacoma-Bellevue with a minimum of two percent (2%) and a maximum of five percent (5%), plus one percent (1%).

Effective 1-1-28, Step E Firefighter (100%) will be increased by 100% CPI-W (June) Seattle-Tacoma-Bellevue with a minimum of 2% and a maximum of 4.5%.

26.2 Firefighter Wages

<u>Year</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>		<u>Annual %</u>

<u>Year</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>		<u>Annual %</u>
2026								5.7%
2027		TBD	TBD	TBD	TBD	TBD		
2028		TBD	TBD	TBD	TBD	TBD		

26.3 Lieutenant Wages

<u>Year</u>		<u>A</u>	<u>B</u>		<u>Annual %</u>

<u>Year</u>		<u>A</u>	<u>B</u>		<u>Annual %</u>
2026					5.7%
2027		TBD	TBD		
2028		TBD	TBD		

26.4 Fire Captain

<u>Year</u>		<u>A</u>	<u>B</u>	<u>Annual %</u>

<u>Year</u>		<u>A</u>	<u>B</u>		<u>Annual %</u>
2026					5.7%
2027		TBD	TBD		
2028		TBD	TBD		

ARTICLE 27 Deferred Compensation

27.1 The Employer will contribute matching-funds contribution of two hundred fifty dollars (\$250) per month towards an approved deferred compensation program mutually agreed upon between the Union and the Employer. It is the responsibility of the employee to complete the necessary form(s) for this benefit.

ARTICLE 28 Longevity Pay

28.1 Effective 1-1-26, longevity pay will be applied to the employee's base pay and paid every pay period as follows:

- a) After 5 years 2%
- b) After 10 years 3%
- c) After 15 years 4%
- d) After 20 years 5%
- e) After 25 years 6%

ARTICLE 29 Educational Incentive and Fire-Related Professional Development.

29.1 Effective 1-1-26 or the first pay period after ratification by both parties if later, all Employees shall receive the following semi-monthly Education Incentive Pay for education achievement in approved fields of job-related studies. Educational incentive pay shall not be cumulative. It shall be the responsibility of the employee requesting educational incentive pay to provide documentation through official transcripts from accredited colleges or universities. Educational incentive pay shall be paid to the employee beginning the next pay period following receipt of proper documentation by Human Resources and shall not be retroactive. Educational incentive pay will be

applied to an employee's base rate of pay for education achievement in approved fields of job-related studies as follows:

College Degree	Semi-Monthly Amount
AA Degree	1%
BA/BS Degree	2%

29.2 The following are recognized to be job-related studies and are therefore recognized as approved fields of study:

- a) Fire Command
- b) Fire Administration
- c) Fire Investigation
- d) Fire Prevention
- e) Business Administration
- f) Public Administration
- g) Communications
- h) Nursing, Kinesiology, Hospital Administration, Emergency Medical Services Administration
- (i) Physical Therapy
- (j) Psychology
- k) Other job related fields of study mutually agreed upon between the parties to be directly related to the principle accountabilities of a Firefighter's job.

29.3 Employees shall receive paid time off from their regularly scheduled workday to attend professional fire-related training provided that:

- a) Training is relevant to their job title and position
- b) Their absence does not affect the normal day-to-day operations of the Fire Department.
- c) Scheduled staffing level does not fall below 3 personnel on duty
- d) Approval of the Fire Chief is obtained
- e) There is no financial impact to the city (excluding Duty out of Rank pay after minimum eight (8) hours)

ARTICLE 30 Medical Benefits

30.1 Employer will pay the premiums for the Employee group with the following coverages under the Northwest Firefighter Benefits Trust Plan (NWFFT Plan):

- a) Medical Coverage: NWFFT Plan 1500
- b) Dental Plan 7 with \$2,000 orthodontia rider

30.2 The Employer agrees to annually fund the NWFFT VEBA (for HRA) in the amount of \$2,300 for a single Employee and \$4,300 for each Employee with covered dependents. The Employer also agrees to pay the VEBA administration fee. This fee will be paid at the same time as the annual contribution. VEBA administration fees will only be paid for current Employees, not retirees. VEBA funds are irrevocable and will roll over from year to year until the account is depleted. VEBA funds may be used as an active and/or as a retiree until the account is depleted. Funding for the VEBA accounts shall be deposited as a lump sum in January of the respective year, except as follows. For any member hired after January of any calendar year, the VEBA (for HRA) funds provided in this Article shall be prorated on a monthly basis according to the following formula: the total dollar amount of the VEBA (for HRA) benefit / 12 X number of months worked that year. Upon the written request of the new member, and if approved by the Fire Chief and City Administrator, the City will pay up to the member's total annual VEBA (for HRA) amount rather than the pro-rated amount, in the event of costs not otherwise covered by insurance for an emergent, non-elective medical necessity of the new member or their family. Approval of the Fire Chief and City Administrator will not be unreasonably denied."

30.3 The parties will explore alternatives for cost containment and promotion of employee wellness in labor-management committee, given the physical and mental demands of the job.

ARTICLE 31 Medical Expense Reimbursement Plan

31.1 The Employer agrees to contribute \$75 per month on a pre-tax basis from the base salary of each employee to the Medical Expense Reimbursement Plan as sponsored by the Washington State Council of Fire Fighters for all bargaining unit members covered under this agreement. Any and all reporting requirements and responsibilities to the plan shall be the sole responsibility of the Union and its members and not the Employer. The Union will defend against and hold the Employer harmless from any liability that may arise out of the plan.

ARTICLE 32 Life Insurance

32.1 The Employer will pay the premiums for the one hundred thousand (\$100,000) dollars Washington State Council of Firefighters Life Insurance/AD&D Plan for each employee.

ARTICLE 33 Uniforms

33.1 The Employer shall establish the type and furnish all protective clothing and uniforms required to be used or possessed by employees in the performance of their

duties. Uniforms are to be worn on-duty only, unless specifically approved by the Fire Chief.

a) New employees will receive 3 sets of Class B and Class C uniforms, as well as one set of boots, belt, and coat as outlined in PPG 1011 of the City of Snoqualmie Fire Department Policy and Procedure Guidelines.

33.2 Upon completion of probation, the employee shall receive an additional set of Class "B" pants and shirt. The employer will also pay 100% of the Class "A" uniforms. The Class "A" uniform will consist of pants, coat, tie, shirt, hat, and shoes.

33.3 The Employer agrees to replace damaged or worn out uniforms and boots as needed. The Fire Chief shall maintain a list of approved fire station safety boots. If an employee elects to purchase a non-approved brand or model, they shall be reimbursed up to a maximum of the cost of the highest approved boot included on the list.

33.4 The Employer will provide facilities for cleaning uniforms.

33.5 Employees shall be responsible to secure and take reasonable care of such items.

33.6 The Employer agrees to replace any personal equipment carried by an employee that has been approved by the Fire Chief.

ARTICLE 34 Supervisory Authority

34.1 Employees covered by this Agreement shall not be supervised or fall under the authority of any volunteer during the day-to-day operations of the Department.

ARTICLE 35 Duration of Agreement

35.1 This Agreement is effective January 1, 2026 through December 31, 2028.

Union

City of Snoqualmie

Ray Austin
Local 1762 President

James Mayhew
Mayor

Date

Date

**Collective
Bargaining Agreement**

**Between the
City of Snoqualmie**

And

**International
Association of Fire
Fighters
Local 1762**

January 1, 2026 – December 31, 2028

IAFF Local 1762
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ARTICLE 1 Preamble

1.1 This Agreement is entered into between the City of Snoqualmie, hereinafter referred to as the “Employer”, and the International Association of Fire Fighters Local 1762, hereinafter referred to as the “Union”, governing wages, hours, and working conditions.

ARTICLE 2 Union Recognition

2.1 The Employer recognizes the Union as the exclusive bargaining agent for all uniformed firefighting Fire Department employees (“Eligible Employees”), excluding confidential, temporary and supervisory employees. Supervisory employees are defined to mean employees above the rank of Captain. If any position is created above the rank of Captain, either party may file clarification proceedings with the Public Employment Relations Commission.

2.2 Employees hired in temporary uniformed Fire Department positions shall not serve in that position for longer than a six-month period. If retained beyond six months, they will be converted to a uniformed employee eligible for representation by the Union, and for purposes of this Agreement their seniority shall revert to original date of hire.

ARTICLE 3 Union Business

3.1 Union Meetings

a) The Employer shall allow the usage of City property for Union meetings subject to availability. On-duty personnel will be allowed to attend such meetings as long as it does not interfere with normal operational duties.

3.2 Bulletin Board Space

a) The Union will be given space at each Fire Station to install and maintain a bulletin board for Union business. Such boards will bear no cost to the Employer.

3.3 Time off For Union Business

a) The Employer agrees that during working hours on the Employer’s premises and without loss of pay, Union representatives shall be allowed reasonable time to attend negotiation sessions with the Employer and transact communications related to negotiations.

b) If a Union member needs time off to attend other meetings for Union business, unpaid leave shall be granted as long as the employee’s absence does not interfere with the operations of the Fire Department. The Union will make any such request for unpaid leave for Union business to the Fire Chief at least forty-eight (48) hours in advance. The Union may also request to use leave as outlined in Article 18.7.

ARTICLE 4 Union Membership

4.1 Union Membership

a) Eligible Employees have the option to become members of the Union. Membership as used in this Article means that, following the procedures set forth in Article 5, the employee has paid, or offered to pay, the initiation fee and regular monthly dues uniformly required for membership in the Union.

4.2 Union shall be afforded reasonable access as defined in RCW 41.56.037 to new bargaining unit members within the first (90) days of placement in the bargaining unit for the purpose of presenting information about the benefits of Union Membership.

ARTICLE 5 Payroll Deductions

5.1 Upon the authorization of an Eligible Employee, the Employer shall deduct from the payments to said employee the amount of dues as certified by the Union Secretary, and shall transmit those dues to the Union treasurer once per month.

5.2 Eligible Employees may participate in payroll deductions provided in Section 5.1 above, in accordance with the following procedures. An Eligible Employee's authorization to have the Employer deduct membership dues from the employee's salary must be made to the Union, which will provide written notice to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the Union that an Eligible Employee has authorized dues withholding.

5.3 The Eligible Employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An Eligible Employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Union representative in accordance with the terms and conditions of the authorization. After the Employer receives confirmation from the Union that the Eligible Employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation. Unless otherwise provided herein, the Employer shall rely on information provided by the Union regarding the authorization and revocation of deductions. The Union will provide timely written notice to the Employer of the cancellation of dues authorization by an Eligible Employee.

5.4 The Union will indemnify, defend and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Union. The Union agrees to refund the Employer any amounts paid to it in error on account of dues deduction provisions upon presentation of proper evidence thereof.

5.5 In situations where errors arise from any of deductions set forth in this Agreement, errors will be corrected by mutual agreement of the parties.

ARTICLE 6 Legal

6.1 The Employer agrees to maintain a liability insurance policy that covers all employees. This requirement shall be deemed satisfied by the Employer's membership in good standing in the Washington Cities Insurance Authority self-insurance pool.

ARTICLE 7 Savings Clause

7.1 This Agreement shall be subject to change and modification as may be mutually agreed upon by both parties hereto in writing. If any provision of this Agreement or the application of such provisions 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 unaffected.

ARTICLE 8 Mergers, Consolidation, Mergers, Contracts, Annexation

8.1 At least 30 days prior to the effective date of any Snoqualmie Fire Department consolidation, merger, contract for fire/EMS services, or annexation, the Employer agrees to notify the Union of the consolidation, merger, contract for fire/EMS services, or annexation and to bargain in good faith the effects, if any, on the wages, hours, and working conditions of employees covered by this Agreement.

ARTICLE 9 Management Rights

9.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

- a) To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees.
- b) To direct, hire, promote, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any discharge decision of the Employer.
- c) To evaluate jobs and positions, classify positions, establish qualification requirements of employees and specify the employee's duties and work.
- d) To manage and operate the services in all respects and without restrictions.
- e) To establish the location and number of stations and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the service provided and performed.
- f) To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

9.2 The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedure.

ARTICLE 10 Grievance Procedure

10.1 A grievance is defined as a dispute involving the interpretation or application of the provisions of this Agreement and/or binding past practices that are encompassed by this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving grievances. The employee shall have the right to Union representation in all steps of grievance procedure. When the term “days” is used, it shall refer to calendar days. The employee or the Union, representing or acting on behalf of itself, can file a grievance.

10.2 Step One – The employee or the Union shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The employee or the Union shall submit the written statement of grievance to the Fire Chief within thirty (30) days. In the event the employee or the Union does not present such grievance within thirty (30) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fourteen (14) days from submission of the written statement of the grievance to respond in writing to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Union.

10.3 Step Two – If the grievance is denied at Step 1, a written statement of grievance shall be submitted by the Union within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to respond in writing to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Union to the grievance shall sign it.

10.4 Step Three – If the grievance is denied at Step 2, the Union may request arbitration within twenty (20) days of the denial. This request must be submitted in writing to the Mayor. Representatives from the Employer and the Union shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Union shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.

10.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The

arbitrator's power shall be limited to the interpretation and application of the provisions and/or binding past practice that are encompassed by this Agreement. The decision of the arbitrator shall be final and binding on the Union, the Employer and the employees involved.

10.6 The cost of the Arbitrator shall be borne equally by the Employer and the Union. Each party shall bear its costs of presenting its case including attorney's fees.

10.7 There may be some instance where an outside agency or party may be used for arbitration in lieu of PERC, if both the Employer and Union agree.

10.8 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.

10.9 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

ARTICLE 11 Rules and Regulations

11.1 The Union agrees that its members shall comply with all City and Department rules and regulations, including those relating to conduct and work performance. Proposed changes in rules and regulations will be presented to the Union for review and for bargaining if required by RCW 41.56 prior to implementation of a change, except for a bona fide emergency. This review period shall not be longer than thirty (30) days.

ARTICLE 12 Personnel Records

12.1 In addition to the Employer's personnel records policy as set forth in the City of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:

- a) Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.
- b) May receive copies upon request of items in their personnel file.
- c) Request in writing to the Fire Chief that disciplinary documents be purged one (1) year after being placed in their personnel file.
- d) If request is denied, employee has the right to appeal the Fire Chief's decision to the City Administrator, or designee. The decision of the City Administrator is final and not subject to the grievance procedure.

ARTICLE 13 Reduction in Force

13.1 In the case of reduction in force, the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced. If the reduction in rank results in the need for a reduction in force, the employee reducing in rank shall bump the least senior bargaining unit employee.

13.2 In the case of a layoff, the employee shall be placed on a rehire list for one (1) year. The employee is responsible to ensure the Employer has their current phone number and email address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are still medically and physically fit to return to work. An employee who does not respond to an offer of recall within fifteen (15) calendar days will be removed from the recall list.

ARTICLE 14 Definition of Seniority

14.1 Seniority in the Fire Department shall be defined as continuous service as a full-time regular uniformed employee within the Department. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the civil service list.

14.2 Seniority in classifications above fire fighter shall be determined by length of continuous service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the civil service promotional process.

14.3 Seniority will continue to accrue for employees unless the employee takes an unpaid Leave of Absence of greater than thirty (30) days. Seniority for purposes of this Article shall also continue to accrue during such period employee is on leave pursuant to state or federal law.

ARTICLE 15 Promotion

15.1 If a promotional opportunity exists within the bargaining unit, the promotional opportunity will be filled by a bargaining unit member provided that there are two (2) or more eligible bargaining unit members who meet the criteria that are set forth in paragraph 2 below.

15.2 Eligibility for Promotion will be defined as:

- a) Lieutenant: a minimum of two years of service with the Snoqualmie Fire Department as a Firefighter.
- b) Fire Captain: a minimum of three years of service at the rank of Lieutenant with the Snoqualmie Fire Department.
- c) Candidate meets mandatory educational requirements for the job posting, or has the ability to acquire the necessary training before the end of probation period.

d) Candidate passes the promotional testing with a score of greater than 70%.

15.3 If there are less than two (2) eligible bargaining unit members following the testing process, or less than two (2) bargaining unit members apply for the position, then the City may re-test or re-post the position.

15.4 If a vacancy occurs as a result of termination, resignation, death or retirement in a bargaining unit position, and it is not due to a reduction in force or reduction in rank, the City agrees to fill the vacancy within six (6) months, or by a later date if mutually agreed by the City and the Union.

15.5 Promotions to the rank of Lieutenant or Captain shall have a probationary period of six months. Promoted employees will receive an evaluation after approximately three (3) months. Promoted employees not meeting probationary standards or requirements, as identified in an evaluation, performance improvement plan, or disciplinary process, may have their probationary period extended one (1) time for up to three additional months. After successful completion of the probationary period the employee will be moved to step B of the applicable pay scale for the position. Any employee who fails the promotional probationary period may return to their appointed position held prior to the promotion.

15.6 Newly hired employees serve a probationary period of twelve (12) months from their date of hire or graduation from the academy, whichever is later. The probationary period shall automatically extend for any leave of absence that occurs during the probationary period and that is in excess of fourteen (14) consecutive calendar days. Probationary employees may be terminated without just cause, which is not subject to the grievance procedure.

ARTICLE 16 Specialty Incentive and Deployment Standards

16.1 Employees shall receive a specialty incentive for technician or similar certification for the following certifications:

- a. Boat Operator
- b. Hazmat Technician
- c. Red card

16.2 Employees shall be compensated at a rate of 1.0% of Step E (Firefighter) per specialty incentive and shall be compensated for a maximum of two (2) specialty certifications. It is understood that swiftwater technician certification is considered part of the employee's job description.

16.3 Involvement in the all-risk mobilization or other similar disaster deployments is strictly voluntary. The Employer agrees to provide ongoing wildland training for not more than four (4) employees; initial NWCG Firefighter I/II training costs will be covered by the employer and subject to the approval process. No backfill or overtime will be paid for initial training. Because of the training and equipment costs encumbered in

this process, employees are expected to participate in this program for not less than three (3) years before withdrawing.

16.4 The Employer will develop a list of pre-approved equipment needed for deployment. All equipment needed for deployment will be purchased by the Employer.

16.5 All deployments are subject to the approval by the Fire Chief or designee. Not more than one (1) employee will be on deployment to mobilization incidents or disaster responses unless approved by the Fire Chief or designee. Employees shall not deploy until all requirements outlined in the Deployment and Disaster Response PPG are met. Mobilized employees will only be compensated for hours worked and reimbursed by the requesting agency. Deployments will be at no expense to the employer.

ARTICLE 17 Hours of Duty

17.1 Employees shall be assigned by the Fire Chief to one of two alternate work cycles, a six-day or an eight-day cycle.

17.2 The six-day Cycle shall consist of six (6) consecutive days per cycle and shall be known as the “48/96 shift.” The 48/96 Shift shall consist of two (2) 24-hour shifts on duty, followed by four (4) 24-hour shifts off duty.

A “Kelly Day” is a scheduled 24 hour on-duty shift where an employee does not work.

The total number of “Kelly Days” annually for each employee will be 14. This will reduce the average workweek to approximately 49.5 hours, which equates to 2,584 hours per year.

17.3 Employee’s work schedules will be broken down into twenty-four (24) day FLSA periods. Personnel must schedule a minimum of one day off during each twenty-four (24) day period. This will satisfy the FLSA 24- day work period requirements. Each employee will use a combination of Kelly Days and Holidays to accomplish this. The Union will submit a calendar to the Fire Chief by December 1st of the previous year. The Fire Chief will have thirty (30) days to review and approve the calendar. Once approved, these days shall not be changed, unless the employee and the Fire Chief agree, and the change is within the same twenty-four (24) day period. Discrepancies will be corrected at the Fire Chief’s discretion. No more than one employee will be allowed off on Kelly, Holiday, or vacation per shift. During 2026, beginning on the date when this Agreement is ratified by both parties, an additional fifteen (15) days per shift will be available for additional Kelly, Holiday, or vacation selection. Beginning on January 1, 2027, the number of additional days per shift for Kelly, Holiday, or vacation selection will be 20. The Chief has discretion to permit additional shifts beyond the 20 per shift per year referenced herein with advance approval. Employees must schedule all Kelly Days and Holidays at the beginning of the year. In order for two (2) people to be off, there must be an officer/acting officer and a driver remaining on the shift.

17.4 The Eight-Day Cycle shall consist of eight (8) consecutive days per cycle. Personnel assigned to this cycle shall work 0800 hours to 2000 hours, four (4) consecutive days on-duty, followed by four (4) consecutive days off. The workweek shall be an average of forty-two (42) hours, which equates to 2,190 hours per year. This shift will be modified to cover vacation, holiday, and Kelly days provided that the substituted schedule does not exceed forty-eight (48) hours in an eight (8) day period beginning with the first day of the four shift rotation. Substitution of shifts must be done on a regularly assigned duty day unless mutually agreed upon by both parties.

17.5 Additional shift configurations may be adopted if mutually agreed upon by the employee, Union and the Employer.

17.6 The 40-hour work week shall consist of five 8-hour days, Monday through Friday. The FLSA work period shall be a 14-day period. Employees may be assigned to a 40-hour work week for light duty, initial employment, training, or other operational reasons.

17.6 Work hours for the Six-Day Cycle employees shall be from 08:00 to 0800 hours the following day. The hours between 0800 to 1700 shall be considered "Productive Work Hours." The hours between 1700 hours and 0800 hours shall be considered, with the exception of volunteer training, occasional public relation assignments, and activities necessary for emergency preparedness, "Emergency Stand-by Time." The 24 hour holidays of Thanksgiving, Christmas, and New Year's will be considered "Emergency Stand-By Time" after daily and weekly apparatus checks, and all assurances are made to insure proper and efficient emergency response.

17.7 Personnel shall be given three (3) month notice for any changing of personnel unless a bona fide emergency exists or unless staffing changes are necessitated by unexpected vacancies that arise due to separation from employment or unexpected long-term absences caused by injuries or illnesses. This notice shall include the specific shift and/or assignment of each individual affected. Personnel will not have their schedule changed more than once in a calendar year unless mutually agreed on by the Union and the Employer.

17.8 Employees shall not regularly be required to attend mandatory training or perform work on previously scheduled Kelly days, holidays or vacation days. However, if required by the Fire Chief to attend mandatory training or perform work on any such day, the employee may take the previously scheduled time off during the current work cycle or choose to be paid at the employee's overtime rate for the actual training or working time. Bargaining unit members will be given a minimum of seven (7) calendar days of any such training time. Members provided less than seven days' notice may attend voluntarily.

17.9 When the staffing calendar permits and subject to the approval of the Fire Chief or designee, employees may voluntarily move a shift when the move does not impact minimum staffing levels, and to cover an overtime shift. Known as shift-sliding, all moves must comply with FLSA rules and not have a financial impact to the City.

17.10 The MOU for the current Training Captain remains in effect. When the Training Captain position becomes vacant, the position will change to a 40-hour workweek and the Training Captain will receive a 5% premium applied to their base wage. The 40-hour workweek will flex to meet the needs of volunteer training commitments.

ARTICLE 18 Vacations

18.1 Personnel assigned to the six-day cycle shall be given the following time off for vacation.

<u>Years of Service</u>	<u>Semi-Monthly</u>	<u>Annual Accrual</u>
0 – 3 years	5 hours	120 hours
Beginning 4-6 years	6 hours	144 hours
Beginning 7-9 years	7 hours	168 hours
Beginning 10-14 years	8 hours	192 hours
Beginning 15-19 years	9 hours	216 hours
20+ years	10 hours	242 hours

Personnel assigned to a 40-hour workweek and the current Training Captain shall be given the following time off for vacation:

<u>Years of Service</u>	<u>Semi-Monthly</u>	<u>Annual Hours</u>
<u>0-3 years</u>	4.36 hours	104.6 hours
Beginning 4-6 years	5.23 hours	125.52 hours
Beginning 7-9 years	6.10 hours	146.4 hours
Beginning 10-14 years	6.97 hours	167.28 hours
Beginning 15-19 years	7.84 hours	188.16 hours
Beginning 20+ years	8.75 hours	210 hours

18.2 Employees may accrue up to a maximum of three hundred and twenty (320) hours of vacation. Any hours accrued above the maximum are forfeited except as provided in Article 18.4.

18.4 If an employee is unable to take vacation because of another employee's disability, or if there is a vacant bargaining unit position that hasn't been filled, and they will exceed the maximum vacation accrual in 18.2, the employee will notify the Fire Chief and request an extension of up to (6) months to take the vacation. The employee will continue to accrue vacation during the six-month period. If, by the end of the six-month extension, the employee has still been unable to utilize enough vacation to have their bank fall below the 320 cap due to the same circumstances, then the hours over the cap will be cashed out hour for hour at the employee's straight time rate.

18.5 The principle of first come, first served will be utilized for scheduling conflicts. No “bumping” will be allowed.

18.6 Sections 18.3 – 18.5 shall not apply to the Training Captain.

18.7 The Employer agrees to establish and maintain a Union Leave bank to allow time off with pay for: (a) authorized Union representatives in the bargaining unit to attend IAFF or WSCFF sponsored conferences, conventions, or seminars related to contract administration; and (b) overtime backfill to cover the representatives, if any. On or before October 1 of each year, the Union will notify the Employer in writing of the number of vacation hours to deduct from each employee’s vacation accrual. The number of hours must be in whole hour increments and must be the same for all employees. Deductions will be made by the Employer in January of the following year. The maximum number of hours that can be maintained in the Union Leave bank at any time is 240 hours. Hours will be tracked and used on an hour-for-hour basis. Notice of Union Leave must be provided to the Chief or designee at least fourteen (14) calendar days in advance.

ARTICLE 19 Holiday Time

19.1 Six-Day Cycle employees shall receive one hundred forty-four (144) hours, the Training Captain shall receive one hundred twenty (130) hours, and Eight Day Cycle employees shall receive one hundred and four (104) hours paid holiday leave per year in lieu of holidays. Holidays shall be taken in the calendar year earned. These days are to be used throughout the year and scheduled by December 1 for the following year. If not completed, the Employer will schedule the holidays and inform the employee by January 1 of the following year. There shall be no “carry over” of holiday hours.

19.2 Holiday hours shall be available by January 1 of each year, except as follows. For any member who is hired or separates from the City after January of any calendar year, holiday hours shall be prorated on a monthly basis according to the following formula: the total number of holiday leave hours under Section 19.1 / 12 X number of months worked that year. For any member separating from the City, the annual hourly benefit minus the pro-rated holiday hours provided will be deducted from the member’s leave bank prior to issuance of the final paycheck. The number of employees allowed off per shift is addressed in Article 17.

ARTICLE 20 Call Back Pay and Overtime

20.1 All employees covered by the terms of this contract, who are called back to work from off-duty, beyond their scheduled work week, shall be paid at the rate of time and one-half, with a minimum of two (2) hours except:

- a) Employees responding off-duty to a fire incident or request for staffing in accordance with department policy shall be paid at the rate of time and one-half for their time worked, beginning when they start their response.
- b) No minimum will be paid if the emergency response time worked is an

extension of the employee's shift.

20.2 The Union shall maintain and administer a callback / overtime list. This list shall be rotating, and fairly maintained amongst all employees. The Employer must authorize all overtime.

20.3 The Employer reserves the right to call back employees for special projects that they are involved with. This may be initiated without the use of the rotation list. Personnel shall receive a minimum of two (2) hours for such call back.

20.4 Employees will be paid overtime on their normally assigned shift should they be called back during a day that was previously approved as a day off. The days eligible are days that were pre-scheduled during the previous year. These days include Kelly days, holidays and vacation days.

20.5 If mutually agreed to, Employees may be assigned to be on call for specific events, pending disasters, or other programs that support the mission of the fire department. On call assignments shall be at the discretion of the Fire Chief and shall be not less than forty-eight (48) hours in length. Employees accepting an on-call assignment agree to return to duty at the fire station or emergency incident location within thirty (30) minutes of the request. Employees accepting the on-call assignment shall be compensated for three (3) hours at the overtime rate. Employees returning to a call back request shall be compensated hour-for-hour, with no minimum hours, at an overtime rate for every hour worked during call-back.

20.6 Prescheduled overtime will be filled based on position for position overtime. The parties agree to address amendments to Department policy using the labor-management process.

ARTICLE 21 Shift Exchange

21.1 Shift Exchanges and Stand-by will be granted according to the Snoqualmie Fire Department Policy and Procedural Guidelines. Shift exchanges shall not interfere with Fire Department operations and shall not result in any financial impact to the Employer, including any cost to maintain minimum staffing, determined at the time the request is approved. Shift exchanges shall not create an administrative burden on the Fire Administration.

21.2 Shift exchanges can occur between employees regardless of rank as long as one of the on-duty personnel has a minimum of two years of full-time employment with the City. The parties acknowledge that position for position shift exchanges is preferable for operations, safety and training reasons, unless otherwise approved by the Fire Chief.

ARTICLE 22 Duty out of Rank

22.1 There shall be a shift supervisor who is a member of the bargaining unit on duty at all times. The request of members who have submitted in writing prior to 3/15/2026 the desire to not be considered for this position will be honored and accepted. The Fire Captain may be designated as the shift supervisor after 1700 hours during the Fire Captain's 24-hour work shift, or during such other times when no other on-duty bargaining unit member willing to serve as shift supervisor is available.

22.2 When management assigns duties as an acting Lieutenant, the Firefighter so assigned shall receive one (1) hour of overtime per shift worked. An acting assignment of half shift (1-12 hours) shall receive 30 minutes overtime. An acting assignment of over half shift shall receive one (1) full hour of overtime at the employee's regular overtime hourly rate of pay.

22.3 The qualifications to be eligible to act as shift supervisor and procedures for designation as shift supervisor shall be established by departmental policy 1006.

22.4 Bargaining unit members assigned to fill the role of shift supervisor for more than 30 consecutive days due to the absence of a regularly assigned supervisor, shall be compensated at the Step A Lieutenant wage with a maximum increase of ten percent (10%) for the duration of the assignment. If a bargaining unit member is asked to perform the duties of the position of Captain for more than 30 days, they will be compensated at Step A of the Captain wage with a maximum increase of ten percent (10%). This provision shall not apply when the employee is in training status. Members filling the role of long-term acting officer are expected to function as the supervisor and complete customary duties for the respective position.

ARTICLE 23 Sick Leave

23.1 Sick leave shall accrue at the rate of twelve (12) hours per month for Six-Day Cycle employees. Effective January 1, 2027, sick leave shall accrue at the rate of thirteen (13) hours per month for Six-Day Cycle employees. A maximum amount of one thousand eighty (1,080) hours may be carried over from year to year. Six-Day Cycle employees shall receive compensation equal to thirty-three percent (33%) of the sick leave hours that exceed one thousand eighty (1,080) hours. This will be paid at the employee's straight time rate of pay. Request for such compensation must be submitted to the Employer, in writing, on or before December 10 of each year.

23.2 Sick leave shall accrue at the rate of eight (8) hours per month for Eight Day Cycle and 40-hour employees. A maximum amount of seven hundred twenty (720) hours may be carried over from year to year. Eight Day Cycle employees shall receive compensation equal to thirty-three percent (33%) of the sick leave hours that exceed seven hundred twenty (720) hours. This will be paid at the employee's straight time of pay. Requests for such compensation must be submitted to the Employer, in writing, on or before

December 10 of each year. Personnel switching from a Six-Day Cycle to an Eight Day Cycle shall be held at the Six-Day Cycle accrual rate.

23.3 Such leave shall be granted upon application before or within reasonable time after the absence, depending on the circumstance of each case. Each employee shall use sick leave solely for the purpose of a bona fide illness or injury and in accordance with City Policy and Washington State law. Utilization of sick leave for any other purpose shall be cause for disciplinary action.

23.4 After three (3) consecutive shifts of illness or injury the employee must, at the request of the Employer, furnish a note or letter from a physician that states the employee has been seen by the physician and is able to return to full firefighting duties.

23.5 Any employee that has accrued four hundred thirty two (432) hours of sick leave may transfer up to a maximum of seventy two (72) hours to another employee who has exhausted their accrued time off. This is only available in case of an injury or illness of the employee.

23.6 The Training Captain shall accrue sick leave at the rate of 10 hours per month. A maximum amount of one thousand eighty (1,080) hours may be carried over from year to year. The Training Captain is eligible for the sick leave incentive program in Article 23.1.

ARTICLE 24 Bereavement Leave

24.1 In the event of a death in the employee's immediate family, the employee shall be granted forty-eight (48) hours of paid bereavement leave. An employee may take an additional seventy- two (72) hours of sick leave if additional time off is needed. This is subject to the employee having sick time available. Notwithstanding the above, the Training Captain shall receive up to two work shifts off for the death of the employee's immediate family member, as defined in Section 24.2. Such leave shall be used for consecutive shifts only. The Training Captain may be granted an additional two (2) shifts of sick time off if more time is needed.

24.2 "Immediate family" is defined as spouse and children of an employee and/or mother, father, sister, brother, mother-in-law, father-in-law, grandmother or grandfather of the employee, or any other relative living in the employee's household.

ARTICLE 25 Light Duty

25.1 Any LEOFF II employee that becomes injured or medically unfit for duty, may petition the Fire Chief asking to be returned to Light Duty status contingent upon the following:

- a) The Fire Chief will meet with the Lieutenants of the Fire Department to establish whether there exists work applicable to "Light Duty" assignment.

- b) The physician treating the employee must furnish a release to “Light Duty” status listing the types of work the employee is allowed to perform.
- c) The Fire Chief’s determination there is justification and there exists a meaningful job to perform is final and without right of appeal.
- d) The time for light duty assignments will not exceed ninety (90) days. Extension requests will be reviewed every thirty- (30) days and additional days may be granted.
- e) All light duty assignments will conform to the seven-day cycle.

25.2 Any LEOFF II employee that becomes temporarily injured or temporarily medically unfit for duty because of an accepted Labor and Industries claim, and the attending physician certifies modified duty, may be assigned light duty until the claim is closed, if work is available. This assignment does not require the city to create or establish a position if the employee is fully or partially disabled.

25.3 The schedule for personnel on light duty shall be seven-day cycle defined in Article 17 unless otherwise agreed to by the Employer and individual.

25.4 While on light duty, employees shall accrue vacations and sick leave as they normally would on regular duty during the first thirty (30) days of their light duty assignment. If the light duty lasts more than thirty (30) days, beginning on the 31st day employees shall begin accruing vacation and sick leave at the day shift (7 day cycle, 40 hour workweek) rates during the remainder of their light duty assignment. When an employee returns to the 6-day cycle, their vacation and sick leave accrual will resume at the 6-day cycle rates.

ARTICLE 26 Wages

26.1 Automatic Step Progressions

Fire Fighter

Lieutenant

Step A (0-12 Mo): 80% of Step E	Step A (0-6 Mo): 105% of Step E
Step B (13-24 Mo): 85% of Step E	Step B (6+ Mo): 110% of Step E
Step C (25-36 Mo): 90% of Step E	
Step D (37-48 Mo): 95% of Step E	
Step E (49+ Mo): 100%	

Fire Captain

Step A (0-6 mo)	115% of (Firefighter) Step E
Step B (6 + mo)	120% of (Firefighter) Step E

Effective 1-1-26, Step E Firefighter will be increased by 100% CPI-W (June) Seattle-Tacoma-Bellevue (2.7%) plus three percent (3%) for a total of five point seven percent (5.7%).

Effective 1-1-27, Step E Firefighter (100%) will be increased by 100% CPI-W (June) Seattle-Tacoma-Bellevue with a minimum of two percent (2%) and a maximum of five percent (5%), plus one percent (1%) (Note: the change in the 2027 CPI-W (June) Seattle-Tacoma-Bellevue is equal to 3.8%. Adding 1% brings the Step E Firefighter increase to 4.8%).

Effective 1-1-28, Step E Firefighter (100%) will be increased by 100% CPI-W (June) Seattle-Tacoma-Bellevue with a minimum of 2% and a maximum of 4.5%.

26.2 Firefighter Wages (Monthly Salary)

Year		A	B	C	D	E	Annual %
2026		\$7,702.60	\$8,184.02	\$8,665.43	\$9,146.84	\$9,628.26	5.7%
2027		\$8,072.33	\$8,576.85	\$9,081.37	\$9,585.89	\$10,090.41	4.8%
2028		TBD	TBD	TBD	TBD	TBD	

26.3 Lieutenant Wages (Monthly Salary)

Year		A	B
2026		\$10,109.67	\$10,591.08
2027		\$10,594.93	\$11,099.45
2028		TBD	TBD

26.4 Fire Captain (Monthly Salary)

Year		A	B
2026		\$11,072.49	\$11,553.91
2027		\$11,603.97	\$12,108.49
2028		TBD	TBD

ARTICLE 27 Deferred Compensation

27.1 The Employer will contribute matching-funds contribution of two hundred fifty dollars (\$250) per month towards an approved deferred compensation program mutually agreed upon between the Union and the Employer. It is the responsibility of the employee to complete the necessary form(s) for this benefit.

ARTICLE 28 Longevity Pay

28.1 Effective 1-1-26, longevity pay will be applied to the employee's base pay and paid every pay period as follows:

- a) After 5 years 2%
- b) After 10 years 3%
- c) After 15 years 4%
- d) After 20 years 5%
- e) After 25 years 6%

ARTICLE 29 Educational Incentive and Fire-Related Professional Development.

29.1 Effective 1-1-26 or the first pay period after ratification by both parties if later, all Employees shall receive the following semi-monthly Education Incentive Pay for education achievement in approved fields of job-related studies. Educational incentive pay shall not be cumulative. It shall be the responsibility of the employee requesting educational incentive pay to provide documentation through official transcripts from accredited colleges or universities. Educational incentive pay shall be paid to the employee beginning the next pay period following receipt of proper documentation by Human Resources and shall not be retroactive. Educational incentive pay will be applied to an employee's base rate of pay for education achievement in approved fields of job-related studies as follows:

College Degree	Semi-Monthly Amount
AA Degree	1%
BA/BS Degree	2%

29.2 The following are recognized to be job-related studies and are therefore recognized as approved fields of study:

- a) Fire Command
- b) Fire Administration
- c) Fire Investigation
- d) Fire Prevention
- e) Business Administration
- f) Public Administration
- g) Communications
- h) Nursing, Kinesiology, Hospital Administration, Emergency Medical Services Administration
- i) Physical Therapy
- j) Psychology
- k) Other job related fields of study mutually agreed upon between the parties to be directly related to the principle accountabilities of a Firefighter's job.

29.3 Employees shall receive paid time off from their regularly scheduled workday to attend professional fire-related training provided that:

- a) Training is relevant to their job title and position
- b) Their absence does not affect the normal day-to-day operations of the Fire Department.
- c) Scheduled staffing level does not fall below 3 personnel on duty
- d) Approval of the Fire Chief is obtained
- e) There is no financial impact to the city (excluding Duty out of Rank pay after minimum eight (8) hours)

ARTICLE 30 Medical Benefits

30.1 Employer will pay the premiums for the Employee group with the following coverages under the Northwest Firefighter Benefits Trust Plan (NWFFT Plan):

- a) Medical Coverage: NWFFT Plan 1500
- b) Dental Plan 7 with \$2,000 orthodontia rider

30.2 The Employer agrees to annually fund the NWFFT VEBA (for HRA) in the amount of \$2,300 for a single Employee and \$4,300 for each Employee with covered dependents. The Employer also agrees to pay the VEBA administration fee. This fee will be paid at the same time as the annual contribution. VEBA administration fees will only be paid for current Employees, not retirees. VEBA funds are irrevocable and will roll over from year to year until the account is depleted. VEBA funds may be used as an active and/or as a retiree until the account is depleted. Funding for the VEBA accounts shall be deposited as a lump sum in January of the respective year, except as follows. For any member hired after January of any calendar year, the VEBA (for HRA) funds provided in this Article shall be prorated on a monthly basis according to the following formula: the total dollar amount of the VEBA (for HRA) benefit / 12 X number of months worked that year. Upon the written request of the new member, and if approved by the Fire Chief and City Administrator, the City will pay up to the member's total annual VEBA (for HRA) amount rather than the pro-rated amount, in the event of costs not otherwise covered by insurance for an emergent, non-elective medical necessity of the new member or their family. Approval of the Fire Chief and City Administrator will not be unreasonably denied."

30.3 The parties will explore alternatives for cost containment and promotion of employee wellness in labor-management committee, given the physical and mental demands of the job.

ARTICLE 31 Medical Expense Reimbursement Plan

31.1 The Employer agrees to contribute \$75 per month on a pre-tax basis from the base salary of each employee to the Medical Expense Reimbursement Plan as sponsored by the Washington State Council of Fire Fighters for all bargaining unit members covered under this agreement. Any and all reporting requirements and responsibilities to the plan shall be the sole responsibility of the Union and its members and not the Employer. The

Union will defend against and hold the Employer harmless from any liability that may arise out of the plan.

ARTICLE 32 Life Insurance

32.1 The Employer will pay the premiums for the one hundred thousand (\$100,000) dollars Washington State Council of Firefighters Life Insurance/AD&D Plan for each employee.

ARTICLE 33 Uniforms

33.1 The Employer shall establish the type and furnish all protective clothing and uniforms required to be used or possessed by employees in the performance of their duties. Uniforms are to be worn on-duty only, unless specifically approved by the Fire Chief.

a) New employees will receive 3 sets of Class B and Class C uniforms, as well as one set of boots, belt, and coat as outlined in PPG 1011 of the City of Snoqualmie Fire Department Policy and Procedure Guidelines.

33.2 Upon completion of probation, the employee shall receive an additional set of Class "B" pants and shirt. The employer will also pay 100% of the Class "A" uniforms. The Class "A" uniform will consist of pants, coat, tie, shirt, hat, and shoes.

33.3 The Employer agrees to replace damaged or worn out uniforms and boots as needed. The Fire Chief shall maintain a list of approved fire station safety boots. If an employee elects to purchase a non-approved brand or model, they shall be reimbursed up to a maximum of the cost of the highest approved boot included on the list.

33.4 The Employer will provide facilities for cleaning uniforms.

33.5 Employees shall be responsible to secure and take reasonable care of such items.

33.6 The Employer agrees to replace any personal equipment carried by an employee that has been approved by the Fire Chief.

ARTICLE 34 Supervisory Authority

34.1 Employees covered by this Agreement shall not be supervised or fall under the authority of any volunteer during the day-to-day operations of the Department.

ARTICLE 35 Duration of Agreement

35.1 This Agreement is effective January 1, 2026 through December 31, 2028.

Union

City of Snoqualmie

Ray Austin
Local 1762 President

James Mayhew
Mayor

Date

Date

**Collective
Bargaining Agreement**

**Between the
City of Snoqualmie**

And

**International
Association of Fire
Fighters
Local 2878**

January 01, 2022 – December 31, 2025

IAFF Local 2878
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ARTICLE 1 Preamble

1.1 This Agreement is entered into between the City of Snoqualmie, hereinafter referred to as the “Employer”, and the International Association of Fire Fighters Local 2878, hereinafter referred to as the “Union”, governing wages, hours, and working conditions.

ARTICLE 2 Union Recognition

2.1 The Employer recognizes the Union as the exclusive bargaining agent for all uniformed firefighting Fire Department employees (“Eligible Employees”), excluding confidential, temporary and supervisory employees. Supervisory employees are defined to mean employees above the rank of Captain. If any position is created above the rank of Captain, either party may file clarification proceedings with the Public Employment Relations Commission.

2.2 Employees hired in temporary uniformed Fire Department positions shall not serve in that position for longer than a six-month period. If retained beyond six months, they will be converted to a uniformed employee eligible for representation by the Union, and for purposes of this Agreement their seniority shall revert to original date of hire.

ARTICLE 3 Union Business

3.1 Union Meetings

a) The Employer shall allow the usage of City property for Union meetings subject to availability. On-duty personnel will be allowed to attend such meetings as long as it does not interfere with normal operational duties.

3.2 Bulletin Board Space

a) The Union will be given space at each Fire Station to install and maintain a bulletin board for Union business. Such boards will bear no cost to the Employer.

3.3 Time off For Union Business

a) The Employer agrees that during working hours on the Employer’s premises and without loss of pay, Union representatives shall be allowed reasonable time to attend negotiation sessions with the Employer and transact communications related to negotiations.

b) If a Union member needs time off to attend other meetings for Union business, unpaid leave shall be granted as long as the employee’s absence does not interfere with the operations of the Fire Department. The Union will make any such request for unpaid leave for Union business to the Fire Chief at least forty-eight (48) hours in advance.

ARTICLE 4 Union Membership

4.1 Union Membership

a) Eligible Employees have the option to become members of the Union. Membership as used in this Article means that, following the procedures set forth in Article 5, the employee has paid, or offered to pay, the initiation fee and regular monthly dues uniformly required for membership in the Union.

b) Eligible Employees may also elect not to become members of the Union in accordance with the right of non-association, including but not limited to the right of non-association based upon bona fide religious tenets or teachings of a church or religious body of which an employee is a member.

4.2 Union shall be afforded reasonable access as defined in RCW 41.56.037 to new bargaining unit members within the first (90) days of placement in the bargaining unit for the purpose of presenting information about the benefits of Union Membership.

ARTICLE 5 Payroll Deductions

5.1 Upon the authorization of an Eligible Employee, the Employer shall deduct from the payments to said employee the monthly amount of dues as certified by the Union Secretary, and shall transmit those dues to the Union treasurer on the last business day of each month.

5.2 Eligible Employees may participate in payroll deductions provided in Section 5.1 above, in accordance with the following procedures. An Eligible Employee's authorization to have the Employer deduct membership dues from the employee's salary must be made to the Union, which will provide written notice to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the Union that an Eligible Employee has authorized dues withholding.

5.3 The Eligible Employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An Eligible Employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Union representative in accordance with the terms and conditions of the authorization. After the Employer receives confirmation from the Union that the Eligible Employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation. Unless otherwise provided herein, the Employer shall rely on information provided by the Union regarding the authorization and revocation of deductions. The Union will provide timely written notice to the Employer of the cancellation of dues authorization by an Eligible Employee.

5.4 The Union will indemnify, defend and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Union. The Union agrees to refund the Employer any amounts paid to it in error on account of dues deduction provisions upon presentation of proper evidence thereof.

5.5 In situations where errors arise from any of deductions set forth in this Agreement, errors will be corrected by mutual agreement of the parties.

ARTICLE 6 Legal

6.1 The Employer agrees to maintain a liability insurance policy that covers all employees. This requirement shall be deemed satisfied by the Employer's membership in good standing in the Washington Cities Insurance Authority self-insurance pool.

ARTICLE 7 Savings Clause

7.1 This Agreement shall be subject to change and modification as may be mutually agreed upon by both parties hereto in writing. If any provision of this Agreement or the application of such provisions 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 unaffected.

ARTICLE 8 Mergers, Consolidation, Mergers, Contracts, Annexation

8.1 At least 30 days prior to the effective date of any Snoqualmie Fire Department consolidation, merger, contract for fire/EMS services, or annexation, the Employer agrees to notify the Union of the consolidation, merger, contract for fire/EMS services, or annexation and to bargain in good faith the effects, if any, on the wages, hours, and working conditions of employees covered by this Agreement.

ARTICLE 9 Management Rights

9.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

- a) To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees.
- b) To direct, hire, promote, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.

- c) To evaluate jobs and positions, classify positions, establish qualification requirements of employees and specify the employee's duties and work.
- d) To manage and operate the services in all respects and without restrictions.
- e) To establish the location and number of stations and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the service provided and performed.
- f) To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

9.2 The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedure.

ARTICLE 10 Grievance Procedure

10.1 A grievance is defined as a dispute involving the interpretation or application of the provisions of this Agreement and/or binding past practices that are encompassed by this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving grievances. The employee shall have the right to Union representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee or the Union can file a grievance.

10.2 Step One – The employee or the Union shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The employee shall submit the written statement of grievance to the Fire Chief within thirty (30) days. In the event the employee does not present such grievance within thirty (30) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fourteen (14) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Union.

10.3 Step Two – If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Union to the grievance shall sign it.

10.4 Step Three – If the grievance is denied at Step 2, the Union may request arbitration within twenty (20) days of the denial. This request must be submitted in writing. Representatives from the Employer and the Union shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If

the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Union shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.

10.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to the interpretation and application of the provisions and/or binding past practice that are encompassed by this Agreement. The decision of the arbitrator shall be final and binding on the Union, the Employer and the employees involved.

10.6 The cost of the Arbitrator shall be borne equally by the Employer and the Union. Each party shall bear its costs of presenting its case.

10.7 There may be some instance where an outside agency or party may be used for arbitration in lieu of PERC, if both the Employer and Union agree.

10.8 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.

10.9 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

ARTICLE 11 Rules and Regulations

11.1 The Union agrees that its members shall comply with all City and Department rules and regulations, including those relating to conduct and work performance. Proposed changes in rules and regulations will be presented to the Union for review and for bargaining if required by RCW 41.56 prior to implementation of a change, except for a bona fide emergency. This review period shall not be longer than fifteen (15) days. The Union reserves the right to negotiate any impact of such policies.

ARTICLE 12 Personnel Records

12.1 In addition to the Employer's personnel records policy as set forth in the City of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:

- a) Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.

- b) May receive copies upon request of items in their personnel file.
- c) Request in writing to the Fire Chief that disciplinary documents be purged one (1) year after being placed in their personnel file.
- d) If request is denied, employee has the right to appeal the Fire Chief's decision to the City Administrator, or designee. The decision of the City Administrator is final and not subject to the grievance procedure.

ARTICLE 13 Reduction in Force

13.1 In the case of reduction in force, the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced. If the reduction in rank results in the need for a reduction in force, the employee reducing in rank shall bump the least senior bargaining unit employee.

13.2 In the case of a layoff, the employee shall be placed on a rehire list for one (1) year. The employee is responsible to ensure the Employer has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are still medically and physically fit to return to work.

ARTICLE 14 Definition of Seniority

14.1 Seniority in the Fire Department shall be defined as continuous service within the Department. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the civil service list.

14.2 Seniority in classifications above fire fighter shall be determined by length of continuous service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the civil service promotional process.

14.3 Seniority will continue to accrue for employees unless the employee takes an unpaid Leave of Absence of greater than thirty (30) days. Seniority for purposes of this Article shall also continue to accrue during such period employee is on leave pursuant to state or federal law.

ARTICLE 15 Promotion

15.1 If a promotional opportunity exists within the bargaining unit, the promotional opportunity will be filled by a bargaining unit member provided that there are two (2) or more eligible bargaining unit members who meet the criteria that are set forth in paragraph 2 below.

15.2 Eligibility for Promotion will be defined as:

- a) Lieutenant: a minimum of three years of service with the Snoqualmie Fire Department as a Firefighter.
- b) Fire Captain: a minimum of three years of service at the rank of Lieutenant with the Snoqualmie Fire Department.
- c) Candidate meets mandatory educational requirements for the job posting, or has the ability to acquire the necessary training before the end of probation period.
- d) Candidate passes the promotional testing with a score of greater than 70%.

15.3 If there are less than two (2) eligible bargaining unit members following the testing process, or less than two (2) bargaining unit members apply for the position, then the City may re-test or re-post the position to include external candidates as well as bargaining unit members.

15.4 If a vacancy occurs as a result of termination, resignation, death or retirement in a bargaining unit position, and it is not due to a reduction in force or reduction in rank, the City agrees to fill the vacancy within six (6) months.

15.5 Promotions to the rank of Lieutenant or Captain shall have a probationary period of six months. Promoted employees not meeting probationary standards or requirements may have their probationary period extended one (1) time for up to three additional months. After successful completion of the probationary period the employee will be moved to step B of the applicable pay scale for the position. Any employee who fails the promotional probationary period may return to their appointed position held prior to the promotion.

ARTICLE 16 Specialty Incentive and Deployment Standards

16.1 Employees shall receive a specialty incentive for technician or similar certification for the following certifications:

- a. Boat Operator
- b. International Code Council Fire Inspector I
- c. Hazmat Technician
- d. Drone Operator
- e. Red card

16.2 Employees shall be compensated at a rate of 0.75% (2022) and 1.0% (beginning 2023) of Step E (Firefighter) for the specialty incentive and shall only be compensated for one (1) specialty certification. It is understood that swiftwater technician certification is considered part of the employee's job description.

16.3 Involvement in the all-risk mobilization or other similar disaster deployments is strictly voluntary. The Employer agrees to provide ongoing wildland training for not more than four (4) employees; initial NWCG Firefighter I/II training costs will be covered by the employer and subject to the approval process. No backfill or overtime will be paid for initial training. Because of the training and equipment costs encumbered in

this process, employees are expected to participate in this program for not less than three (3) years before withdrawing.

16.4 The Employer will develop a list of pre-approved equipment needed for deployment. All equipment needed for deployment will be purchased by the Employer.

16.5 All deployments are subject to the approval by the Fire Chief or designee. Not more than one (1) employee will be on deployment to mobilization incidents or disaster responses unless approved by the Fire Chief or designee. Employees shall not deploy until all requirements outlined in the Deployment and Disaster Response PPG are met. Mobilized employees will only be compensated for hours worked and reimbursed by the requesting agency. Deployments will be at no expense to the employer.

ARTICLE 17 Hours of Duty

17.1 Employees shall be assigned by the Fire Chief to one of two alternate work cycles, a six-day or an eight-day cycle; provided, however, that the Fire Captain may be assigned to work a 48-hour / seven-day work week cycle, totaling 2,496 hours annually so long as no seven-day cycle shall include more than one (1) 24-hour work shift. The following shift configuration is an example of the 48-hour workweek shift: 24 hours on duty, 24 hours off duty; 8 hours on duty, 16 hours off duty; 8 hours on duty, 16 hours off duty; 8 hours on duty, 64 hours off duty.

17.2 The six-day Cycle shall consist of six (6) consecutive days per cycle and shall be known as the “48/96 shift.” The 48/96 Shift shall consist of two (2) 24-hour shifts on duty, followed by four (4) 24-hour shifts off duty.

A “Kelly Day” is a scheduled 24 hour on-duty shift where an employee does not work.

The total number of “Kelly Days” annually for each employee will be 14. This will reduce the average workweek to approximately 49.5 hours, which equates to 2,584 hours per year.

17.3 Employee’s work schedules will be broken down into twenty-four (24) day FLSA periods. Personnel must schedule a minimum of one day off during each twenty-four (24) day period. This will satisfy the FLSA 24- day work period requirements. Each employee will use a combination of Kelly Days and Holidays to accomplish this. The Union will submit a calendar to the Fire Chief by December 1st of the previous year. The Fire Chief will have thirty (30) days to review and approve the calendar. Once approved, these days shall not be changed, unless the employee and the Fire Chief agree, and the change is within the same twenty-four (24) day period. Discrepancies will be corrected at the Fire Chief’s discretion. No more than one employee will be allowed to schedule time off per day. Employees must schedule all Kelly Days and Holidays at the beginning of the year.

17.4 The Eight-Day Cycle shall consist of eight (8) consecutive days per cycle. Personnel assigned to this cycle shall work 0800 hours to 2000 hours, four (4) consecutive days on-duty, followed by four (4) consecutive days off. The workweek shall be an average of forty-two (42) hours, which equates to 2,190 hours per year. This shift will be modified to cover vacation, holiday, and Kelly days provided that the substituted schedule does not exceed forty-eight (48) hours in an eight (8) day period beginning with the first day of the four shift rotation. Substitution of shifts must be done on a regularly assigned duty day unless mutually agreed upon by both parties.

17.5 Additional shift configurations may be adopted if mutually agreed upon by the employee, Union and the Employer.

17.6 Work hours for the Six-Day Cycle employees shall be from 08:00 to 0800 hours the following day. The hours between 0800 to 1700 shall be considered "Productive Work Hours." The hours between 1700 hours and 0800 hours shall be considered, with the exception of volunteer training, occasional public relation assignments, and activities necessary for emergency preparedness, "Emergency Stand-by Time." The 24 hour holidays of Thanksgiving, Christmas, and New Year's will be considered "Emergency Stand-By Time" after daily and weekly apparatus checks, and all assurances are made to insure proper and efficient emergency response.

17.7 Personnel shall be given three (3) month notice for any changing of personnel unless a bona fide emergency exists. This notice shall include the specific shift and/or assignment of each individual affected.

17.8 Employees shall not regularly be required to attend mandatory training or perform work on previously scheduled Kelly days, holidays or vacation days. However, if required by the Fire Chief to attend mandatory training or perform work on any such day, the employee may take the previously scheduled time off during the current work cycle or choose to be paid at the employee's overtime rate for the actual training or working time.

17.9 Bargaining unit members will be given a minimum of 48-hours' notice of any such training time and as much notice as reasonably practical. 17.10 When the staffing calendar permits and subject to the approval of the Fire Chief or designee, employees may voluntarily move a shift when the move does not impact minimum staffing levels, and to cover an overtime shift. Known as shift-sliding, all moves must comply with FLSA rules and not have a financial impact to the City.

ARTICLE 18 Vacations

18.1 Personnel (other than a Captain assigned to a 48-hour / week shift) shall be given the following time off for vacation.

<u>Years of Service</u>	<u>2022</u>	<u>2023</u>
0 – 3 years	108 hours / 9 Hrs. Month	120 hours / 10 Hrs. Month

Beginning 4-6 years	132 hours /11 Hrs. Month	144 hours / 12 Hrs. Month
Beginning 7-9 years	156 hours / 13 Hrs. Month	168 hours / 14 Hrs. Month
Beginning 10-14 years	180 hours / 15 Hrs. Month	192 hours / 16 Hrs. Month
Beginning 15-19 years	204 hours / 17 Hrs. Month	216 hours / 18 Hrs. Month
20+ years	230 hours / 19 Hrs. Month	242 hours / 20 Hrs. Month

The Captain who works a workweek averaging 48 hours per week shall be given the following time off for vacation:

<u>Years of Service</u>	<u>2022</u>	<u>2023</u>
Beginning 4-6 years	125.4 Hrs / 10.5 Hrs/Mo.	136.8 Hrs / 11.4 Hrs/Mo
Beginning 7-9 years	148.2 Hrs / 12.4 Hrs/Mo.	159.6 Hrs / 13.3 Hrs/Mo
Beginning 10-14 years	171.0 Hrs / 14.3 Hrs/Mo	182.4 Hrs / 15.2 Hrs/Mo
Beginning 15-19 years.	193.8 Hrs / 16.2 Hrs/Mo	205.2 Hrs / 17.1 Hrs/Mo
20+ years 205.3 17.1 hrs/mo.	218.5 Hrs / 18.2 Hrs/Mo	229.9 Hrs / 19.2 Hrs/Mo

18.2 Employees may carry over seventy-two (72) hours per year to a maximum accrual of two hundred sixty-four (264) hours. If assigned to a 48-hour / week shift, the Captain may carry over sixty-nine (69) hours per year to a maximum accrual of two hundred fifty (250).

18.3 Only one employee will be allowed time off per shift. This is inclusive of Holiday and Kelly day time but does not include sick leave or disability leave unless vacation has been scheduled prior to the disability. This principle does not apply to day shift employees scheduled time off.

18.4 If an employee is unable to take vacation because of another employee's disability, or if there is a vacant bargaining unit position that hasn't been filled, the employee will be granted an extension of up to six (6) months to take their required annual vacation time. In lieu of an extension, employees may instead choose to receive a payout for the vacation they are required to use before the end of the year. Such a payout will be paid hour for hour at the employee's straight time wage.

18.5 The principle of first come, first served will be utilized for scheduling conflicts. No "bumping" will be allowed.

18.6 Sections 18.3 – 18.5 shall not apply to the Fire Captain who works an average of 48 hours per week.

ARTICLE 19 Holiday Time

19.1 Six-Day Cycle employees shall receive one hundred forty-four (144) hours, the Fire Captain assigned to a 48-hour / week shift shall receive one hundred twenty (130) hours,

and Eight Day Cycle employees shall receive ninety-six (104) hours paid leave per year in lieu of holidays. Holidays shall be taken in the calendar year earned. These days are to be used throughout the year and scheduled by December 1 for the following year. If not completed, the Employer will schedule the holidays and inform the employee by January 1 of the following year. There shall be no “carry over” of holiday hours.

19.2 These hours shall be available by January 1 of each year, except as follows. For any member who is hired or separates from the City after January of any calendar year, the holiday hours benefit provided in this Article shall be prorated on a monthly basis according to the following formula: the total number of holiday leave hours under Section 19.1 / 12 X number of months worked that year. For any member separating from the City, the annual hourly benefit minus the pro-rated holiday hours provided will be deducted from the member’s leave bank prior to issuance of the final paycheck. Due to the Employer’s staffing needs, only one (1) employee will be allowed time off per shift.

ARTICLE 20 Call Back Pay and Overtime

20.1 All employees covered by the terms of this contract, who are called back to work from off-duty, beyond their scheduled work week, shall be paid at the rate of time and one-half, with a minimum of two (2) hours except:

- a) Employees responding off-duty to a fire incident or request for staffing in accordance with department policy shall be paid at the rate of time and one-half for their time worked, beginning when they start their response.
- b) No minimum will be paid if the emergency response time worked is an extension of the employee’s shift.

20.2 The Union shall maintain and administer a callback / overtime list. This list shall be rotating, and fairly maintained amongst all employees. The Employer must authorize all overtime.

20.3 The Employer reserves the right to call back employees for special projects that they are involved with. This may be initiated without the use of the rotation list.

20.4 Personnel shall receive a minimum of two (2) hours for such call back.

20.5 Employees will be allowed to received overtime on their normally assigned shift should they be called back during a day that was previously approved as a day off. The days eligible are days that were pre-scheduled during the previous year. These days include Kelly days, holidays and vacation days.

20.6 If mutually agreed to, Employees may be assigned to be on call for specific events, pending disasters, or other programs that support the mission of the fire department. On call assignments shall be at the discretion of the Fire Chief and shall be not less than forty-eight (48) hours in length. Employees accepting an on-call assignment agree to

return to duty at the fire station or emergency incident location within thirty (30) minutes of the request. Employees accepting the on-call assignment shall be compensated for three (3) hours at the overtime rate. Employees returning to a call back request shall be compensated hour-for-hour, with no minimum hours, at an overtime rate for every hour worked during call-back.

20.7 Prescheduled overtime will be filled based on position for position overtime. The parties agree to address amendments to Department policy using the labor-management process.

ARTICLE 21 Shift Exchange

21.1 Shift Exchanges and Stand-by will be granted according to the Snoqualmie Fire Department Policy and Procedural Guidelines. Shift exchanges shall not interfere with Fire Department operations and shall not result in any financial impact to the Employer, including any cost to maintain minimum staffing. Shift exchanges shall not create an administrative burden on the Fire Administration.

21.2 Shift exchanges can occur between employees regardless of rank as long as one of the on-duty personnel has a minimum of two years of full-time employment with the City. The parties acknowledge that position for position shift exchanges is preferable for operations, safety and training reasons, unless otherwise approved by the Fire Chief.

21.3 By agreement of the parties, a list of options for payback to the City when trade is a no show will be by mutual agreement of the parties. The labor-management committee process will be utilized to pursue an agreement.

ARTICLE 22 Duty out of Rank

22.1 There shall be a shift supervisor who is a member of the bargaining unit on duty at all times. Any personnel not wishing to be considered for this position shall, in writing, inform the Fire Chief. The Fire Captain may be designated as the shift supervisor after 1700 hours during the Fire Captain's 24-hour work shift, or during such other times when no other on-duty bargaining unit member willing to serve as shift supervisor is available.

22.2 When management assigns duties as an acting Lieutenant, the Firefighter so assigned shall receive one (1) hour of overtime per shift worked. An acting assignment of half shift (1-12 hours) shall receive 30 minutes overtime. An acting assignment of over half shift shall receive one (1) full hour of overtime at the employee's regular overtime hourly rate of pay.

22.3 The qualifications to be eligible to act as shift supervisor and procedures for designation as shift supervisor shall be established by departmental policy 1006 as approved on May 21, 2012.

22.4 Bargaining unit members assigned to fill the role of shift supervisor for more than 30 consecutive days due to the absence of a regularly assigned supervisor, shall be compensated at the Step A Lieutenant wage with a maximum increase of ten percent (10%) for the duration of the assignment. If a bargaining unit member is asked to perform the duties of the position of Captain for more than 30 days, they will be compensated at Step A of the Captain wage with a maximum increase of ten percent (10%). This provision shall not apply when the employee is in training status. Members filling the role of long-term acting officer are expected to function as the supervisor and complete customary duties for the respective position.

ARTICLE 23 Sick Leave

23.1 Sick leave shall accrue at the rate of twelve (12) hours per month for Six-Day Cycle employees. A maximum amount of one thousand eighty (1,080) hours may be carried over from year to year. Six-Day Cycle employees shall receive compensation equal to thirty-three percent (33%) of the sick leave hours that exceed one thousand eighty (1,080) hours. This will be paid at the employee's straight time rate of pay. Request for such compensation must be submitted to the Employer, in writing, on or before December 10 of each year.

23.2 Sick leave shall accrue at the rate of eight (8) hours per month for Eight Day Cycle employees. A maximum amount of seven hundred twenty (720) hours may be carried over from year to year. Eight Day Cycle employees shall receive compensation equal to thirty-three percent (33%) of the sick leave hours that exceed seven hundred twenty (720) hours. This will be paid at the employee's straight time of pay. Requests for such compensation must be submitted to the Employer, in writing, on or before December 10 of each year. Personnel switching from a Six-Day Cycle to an Eight Day Cycle shall be held at the Six-Day Cycle accrual rate.

23.3 Such leave shall be granted upon application before or within reasonable time after the absence, depending on the circumstance of each case. Each employee shall use sick leave solely for the purpose of a bona fide illness or injury and in accordance with City Policy. Utilization of sick leave for any other purpose shall be cause for disciplinary action.

23.4 After three (3) consecutive shifts of illness or injury the employee must furnish a note or letter from a physician that states the employee has been seen by the physician and is able to return to full firefighting duties.

23.5 Any employee that has accrued four hundred thirty two (432) hours of sick leave may transfer up to a maximum of seventy two (72) hours to another employee who has exhausted their accrued time off. Additional hours may be given if mutually agreed upon by both parties. In addition, personnel will be allowed to work the absent employees shift without the required "payback" of time. This is only available in case of an injury or illness of the employee.

23.6 If assigned to a 48-hour / week shift, the Fire Captain shall accrue sick leave at the rate of 10 hours per month. A maximum amount of one thousand eighty (1,080) hours may be carried over from year to year.

ARTICLE 24 Bereavement Leave

24.1 In the event of a death in the employee's immediate family, the employee shall be granted forty-eight (48) hours of paid administrative leave. An employee may take an additional seventy-two (72) hours of sick leave if additional time off is needed. This is subject to the employee having sick time available. Notwithstanding the above, if assigned to a 48-hour / week shift, the position of Fire Captain shall receive two work shifts off for the death of the employee's immediate family member, as defined in Section 24.2. Such leave shall be used for consecutive shifts only. The Fire Captain may be granted an additional two (2) shifts of sick time off if more time is needed.

24.2 "Immediate family" is defined as spouse and children of an employee and/or mother, father, sister, brother, mother-in-law, father-in-law, grandmother or grandfather of the employee, or any other relative living in the employee's household.

ARTICLE 25 Light Duty

25.1 Any LEOFF II employee that becomes injured or medically unfit for duty, may petition the Fire Chief asking to be returned to Light Duty status contingent upon the following:

- a) The Fire Chief will meet with the Lieutenants of the Fire Department to establish whether there exists work applicable to "Light Duty" assignment.
- b) The physician treating the employee must furnish a release to "Light Duty" status listing the types of work the employee is allowed to perform.
- c) The Fire Chief's determination there is justification and there exists a meaningful job to perform is final and without right of appeal.
- d) The time for light duty assignments will not exceed ninety (90) days. Extension requests will be reviewed every thirty- (30) days and additional days may be granted.

25.2 Any LEOFF II employee that becomes temporarily injured or temporarily medically unfit for duty because of an accepted Labor and Industries claim, and a physician certifies modified duty, shall be assigned light duty until the claim is closed, if work is available. This assignment does not require the city to create or establish a position if the employee is fully or partially disabled.

25.3 The schedule for personnel on light duty shall be Monday through Friday from 08:00 to 17:00 unless otherwise agreed to by the Employer and individual.

25.4 While on light duty, employees shall accrue vacations and sick leave as outlined in the City of Snoqualmie, personnel policies.

ARTICLE 26 Wages

26.1 Automatic Step Progressions

Fire Fighter

Step A (0-12 Mo): 80% of Step E	Step A (0-6 Mo): 105% of Step E
Step B (13-24 Mo): 85% of Step E	Step B (6+ Mo): 110% of Step E
Step C (25-36 Mo): 90% of Step E	
Step D (37-48 Mo): 95% of Step E	
Step E (49+ Mo): 100%	

Lieutenant

Fire Captain

Step A (0-6 mo)	115% of (Firefighter) Step E
Step B (6 + mo)	120% of (Firefighter) Step E

26.2 Firefighter Wages

<u>Year</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>Annual %</u>
2022	\$6,579	\$6,990	\$7,401	\$7,812	\$8,223	+ 3.4%
2023	\$6,802	\$7,228	\$7,653	\$8,078	\$8,503	+ 3.4%
2024	TBD	TBD	TBD	TBD	TBD	CPI-W*
2025	TBD	TBD	TBD	TBD	TBD	CPI-W*

**Note: CPI-W (June) Seattle-Tacoma-Bellevue with minimum of 2.0% and maximum of 3.5% for calendar years 2024 and 2025.*

26.3 Lieutenant Wages

<u>Year</u>	<u>A</u>	<u>B</u>	<u>Annual %</u>
2022	\$8,635	\$9,046	+ 3.4%
2023	\$8,928	\$9,353	+ 3.4%
2024	TBD	TBD	CPI-W*
2025	TBD	TBD	CPI-W*

26.4 Fire Captain

<u>Year</u>	<u>A</u>	<u>B</u>	<u>Annual %</u>
2022	\$9,457	\$9,868	+ 3.4%
2023	\$9,778	\$10,204	+ 3.4%
2024	TBD	TBD	CPI-W*
2025	TBD	TBD	CPI-W*

ARTICLE 27 Deferred Compensation

27.1 The Employer will contribute matching-funds contribution of two hundred twenty-five dollars (\$225) per month in calendar year 2022 and \$250 per month effective January 2023. It is the responsibility of the employee to complete the necessary form(s) for this benefit.

ARTICLE 28 Longevity Pay

28.1 A longevity bonus will be added to each employee's base monthly pay according to the following schedule:

- a) After 5 years 1%
- b) After 10 years 2%
- c) After 15 years 3%
- d) After 20 years 4%
- e) After 25 years 5%

ARTICLE 29 Educational Incentive and Fire-Related Professional Development.

29.1 All Employees shall receive the following monthly Education Pay in addition to their monthly rates of pay for education achievement in approved fields of job-related studies:

College Credits Monthly Amount

<u>Quarter</u>	<u>Semester</u>	<u>Mo. Amount</u>
45 Credits	30 Credits	\$50
AA/AS Degree		\$100
120 Credits	90 Credits	\$150
BA/BS Degree		\$200

29.2 The following are recognized to be job-related studies and are therefore recognized as approved fields of study:

- a) Fire Command
- b) Fire Administration
- c) Fire Investigation
- d) Fire Prevention
- e) Business Administration; or f) Public Administration
- g) Other job related fields of study mutually agreed upon between the parties to be directly related to the principle accountabilities of a Firefighter's job. For example: (To include other related fields, e.g. nursing, kinesiology, hospital administration, emergency medical services administration).

29.3 Employees shall receive paid time off from their regularly scheduled workday to attend professional fire-related training provided that:

- a) Training is relevant to their job title and position
- b) Their absence does not affect the normal day-to-day operations of the Fire Department.
- c) Scheduled staffing level does not fall below 2 personnel on duty
- d) Approval of the Fire Chief is obtained
- e) There is no financial impact to the city (excluding Duty out of Rank pay after minimum eight (8) hours)

ARTICLE 30 Medical Benefits

30.1 Employer will pay the premiums for the Employee group with the following coverages under the Northwest Firefighter Benefits Trust Plan (NWFFT Plan):

- a) Medical Coverage: NWFFT Plan 1500
- b) Dental Plan 7 with \$2,000 orthodontia rider

30.2 The Employer agrees to annually fund the NWFFT VEBA (for HRA) in the amount of \$2,300 for a single Employee and \$4,300 for each Employee with covered dependents. The Employer also agrees to pay the VEBA administration fee of \$6.50 per Employee per Month or \$78 per Employee per Year. This fee will be paid at the same time as the annual contribution. VEBA administration fees will only be paid for current Employees, not retirees. VEBA funds are irrevocable and will roll over from year to year until the account is depleted. VEBA funds may be used as an active and/or as a retiree until the account is depleted. Funding for the VEBA accounts shall be deposited as a lump sum in January of the respective year, except as follows. For any member hired after January of any calendar year, the VEBA (for HRA) funds provided in this Article shall be prorated on a monthly basis according to the following formula: the total dollar amount of the VEBA (for HRA) benefit / 12 X number of months worked that year. Upon the written request of the new member, and if approved by the Fire Chief and City Administrator, the City will pay up to the member's total annual VEBA (for HRA) amount rather than the pro-rated amount, in the event of costs not otherwise covered by insurance for an emergent, non-elective medical necessity of the new member or their family. Approval of the Fire Chief and City Administrator will not be unreasonably denied."

30.3 The annual increases to the NWFFT health and welfare premium listed above shall be covered by the City in a dollar equivalent to (but not exceeding) the increases in the City's AWC 250 Plan and Dental Plan. Increases above the amount covered by the City shall be the responsibility of the Employee. The City will retain excess funds if the NWFFT Plan dollar amount increases are less than the AWC 250 Plan increases.

30.4 The parties will explore alternatives for cost containment and promotion of employee wellness in labor-management committee, given the physical and mental demands of the job.

ARTICLE 31 Medical Expense Reimbursement Plan

31.1 The Employer agrees to contribute \$75 per month on a pre-tax basis from the base salary of each employee to the Medical Expense Reimbursement Plan as sponsored by the Washington State Council of Fire Fighters for all bargaining unit members covered under this agreement. Any and all reporting requirements and responsibilities to the plan shall be the sole responsibility of the Union and its members and not the Employer. The Union will defend against and hold the Employer harmless from any liability that may arise out of the plan.

ARTICLE 32 Life Insurance

32.1 The Employer will pay the premiums for one hundred thousand (\$100,000) dollars of Life Insurance/AD&D for each employee.

ARTICLE 33 Uniforms

33.1 The Employer shall establish the type and furnish all protective clothing and uniforms required to be used or possessed by employees in the performance of their duties. Uniforms are to be worn on-duty only, unless specifically approved by the Fire Chief.

a) New employees will receive 3 sets of Class B and Class C uniforms, as well as one set of boots, belt, and coat as outlined in PPG 1011 of the City of Snoqualmie Fire Department Policy and Procedure Guidelines.

33.2 Upon completion of probation, the employee shall receive an additional set of Class "B" pants and shirt. The employer will also pay 100 percent (100%) of the Class "A" uniforms. The Class "A" uniform will consist of pants, coat, tie, shirt, hat, and shoes.

33.3 The Employer agrees to replace damaged or worn out uniforms and boots as needed. The Fire Chief shall maintain a list of approved fire station safety boots. If an employee elects to purchase a non-approved brand or model, they shall be reimbursed up to a maximum of the cost of the highest approved boot included on the list.

33.4 The Employer will provide facilities for cleaning uniforms. 33.5 Employees shall be responsible to secure and take reasonable care of such items.

33.6 The Employer agrees to replace any personal equipment carried by an employee that has been approved by the Fire Chief.

ARTICLE 34 Supervisory Authority

34.1 Employees covered by this Agreement shall not be supervised or fall under the authority of any volunteer during the day-to-day operations of the Department.

ARTICLE 35 Duration of Agreement

35.1 This Agreement is effective January 1, 2022 through December 31, 2025.

Union

City of Snoqualmie

Dean deAlteriis
Local 2878 President



Matthew R. Larson
Mayor

12/6/2021

Date

Date

Michael Stevens

Michael Stevens
Local 2878 Vice President Snoqualmie

12/7/2021

Date



2025/2026 LEGISLATIVE PRIORITIES

Community Center Expansion: Requesting state and county funding to help expand Snoqualmie's community center and add a swimming pool. This will address over-capacity issues at our community center, provide an opportunity for all children in our city the chance to learn to swim, so they will be safe when recreating in our rivers, and provide health and wellness, senior, youth, and aquatics programs.

Affordable Housing: Expand REET authority for state and locals (HB 1628) to fund affordable housing.

Snoqualmie Parkway Jurisdiction Transfer: Ensure alignment of utilization of infrastructure with taxing jurisdiction. The parkway is a transportation system connector between Highway 18 and State Route 202. The majority of its utilization is though reginal commercial trucks. In order to align usage with revenue source most of the parkway should be transferred to state control and maintenance.

Property Tax Cap: Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors, so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in the city revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

Increased Funding for Crisis Intervention Training: Every agency in the state is required to have 25% of their staff trained in Crisis Intervention Training. This training protects residents and our law enforcement officers and leads to better, safer, outcomes. Accordingly, we request that funding not only be maintained but increased such that this critical program can be included in every Basic Law Enforcement class at the academy. This will ensure that new officers are equipped with these skills and tools directly out of the gate from CJTC. This will keep our communities safer for everyone.

Officer Recruitment and Retention:

- Additional funding tools and resources to support officer recruitment and retention, including but not limited to updating the Public Safety Sales Tax to allow an option to implement by councilmanic authority and providing greater flexibility on use of the funds.
- Juvenile Access Law: Fix ESHB 1140: Positive intervention by addressing the juvenile access law. Need to provide more thought about when youth require lawyers to be present, otherwise it becomes mandatory to put them in the system.

Police pursuit: Further expand crimes eligible for pursuit to include auto theft and some property crimes.

Expansion of Highway 18: Ensure preservation of prior legislative appropriations funding for the Snoqualmie Parkway and SR 18.

- Concern that if the state or federal gas tax is suspended or reduced, it may delay highway widening.
- We desire to have communities most impacted by construction involved in an advisory committee, fostering greater public dialogue and support.

September 9, 2019, City Council Meeting

<https://www.youtube.com/watch?v=E4bdk82UHBI>

At the 1:57:30 mark, the following motion brought by Councilmember Holloway:

“**MOVED** by Councilmember Holloway **SECOND** by Councilmember Sundwall to stop recoding public comments for item not on the agenda.”

At the 2:12:20 mark:

Point of Order by Councilmember Mayhew seeking clarification on whether the motion would stop recording of the meeting all together, or if it would only stop the video recording, keeping the audio.

Discussion followed regarding the capabilities held by IT.

At the 2:14:40 mark:

Councilmember Holloway stated, “I stand on the motion of not video recording, but audio recording the open public comment for items not on the agenda.”

At the 2:17:55 mark:

“**MOVED** by Councilmember Holloway **SECOND** by Councilmember Sundwall to call the question. Motion **CARRIED** 5 to 2 with Councilmembers Laase and Shapard voting against”.

At the 2:18:20 mark:

Councilmember Ross asked to restate the motion. Councilmember Holloway restated the motion as follows: “**MOVE** to suspend video recording of public comment for items not on the agenda”.

At the 2:18:40 mark:

Council voted on the main motion.

“Motion **CARRIED** 4 to 3 with Councilmembers Jeans, Laase, and Shepard voting against”.

**REGULAR MEETING
OF THE SNOQUALMIE CITY COUNCIL**

September 9, 2019

City Hall - Council Chambers
38624 SE River Street

REGULAR MEETING

Mayor Larson called the meeting to order at 7:00 PM. Scout Erik Daigel, with Troup 466 led the Pledge of Allegiance.

PRESENT

Mayor Larson Council

members

Bob Jeans (arrived @ 7:30 PM)

Katherine Ross

Bryan Holloway

James Mayhew

Matt Laase

Sean Sundwall

Peggy Shepard

Staff

Bob Larson, City Administrator

Bob Sterbank, City Attorney

Jodi Warren, City Clerk

Mark Hofman, Director of Community Development Perry

Phipps, Police Chief

Debra Vigil, Director of Admin Services Spencer

Coates, Assistant City Attorney James Wharton-

Hess, Management Fellow Drew Bouta,

Accountant

Joan Pliego, Communications Coordinator Nick

Almquist, Police Captain (left@ 9:25 PM)

Gwyn Berry, Planning Technician (left @ 7:40 PM) Jimmie

Betts , IT System Support

Mark Gerken, IT System Support

Nicole Sanders, Senior Planner {left@ 8:05 PM}

ABSENT

Council

Staff

Robert Hamud, Director of Finance Mark

Correia, Fire Chief

Brian Krause, Operations Manager

MOVED by Councilmember Holloway **SECOND** by Councilmember Ross to excuse the absence of Councilmember Jeans from the September 9, 2019 meeting. Motion **CARRIED** 6 to 0.

APPROVAL OF AGENDA

MOVED by Councilmember Holloway **SECOND** by Councilmember Ross to approve the consent agenda as stated. Discussion.

Councilmember Shepard requested that the Warrants/Claims and AB19-111 and 112 be removed from the consent agenda.

MOVED by Councilmember Sundwall **SECOND** by Councilmember Mayhew to remand AB19-111 back to Committee. Motion **CARRIED** 6 to 0.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Sundwall to reconsider AB19-103 under Community Development Committee report. Discussion. Motion **CARRIED** 6 to 0.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Sundwall to discuss House Bill 1406 - Affordable Housing under Committee of the Whole. Motion **CARRIED** 6 to 0.

Councilmember Shepard motioned to add the Waste Management Contract and bidding process under Committee of the Whole

Point of Order by Councilmember Holloway to state that this issue had already been addressed.

Councilmember Shepard's motion failed for lack of a second.

_____ that _____ be added to Committee of the Whole as a discussion item.

Main Motion, as amended, **CARRIED** 6 to 0.

PUBUC HEARINGS, PRESENTATIONS, PROCLAMATIONS AND APPOINTMENTS

Proclamation

Mayor Larson proclaimed September 23-29 Diaper Need Awareness Week. Helen Banks Roton, Director of Development and Community Relations from Eastside Baby Corner accepted the Proclamation)

Mayor Larson proclaimed September Childhood Cancer Awareness Month.

Presentations

Love Snoqualmie Valley - Emily Ridout presented an overview of the "Love Snoqualmie Valley" program which brings together the community and community organizations for community service work. The date planned is October 5, 2019.

Introduction of new staff members - Mayor Larson introduced Spencer Coates, Assistant City Attorney. New Management Analyst, Carson Hornsby was unable to attend.

Recognition of staff -

Mayor Larson recognized Jerry Knutsen - Senior Accountant for receiving the Professional Finance Officer award (PFO), for the State of Washington from the Washington Finance Officers Association. This annual award requires on-going educational and professional excellence on the part of each individual and is not automatically awarded. This is the 31st year that Jerry has received this award.

John Cooper, Building Official was recognized for his dedicated efforts on the Mt Si High School project and his many years of loyal and committed service to the City of Snoqualmie and its community.

For the Record. Councilmember Jeans arrived.

Mayor Larson recognized the Wastewater Department including Tom Holmes - Wastewater Supervisor, Bill Dalman - Senior Operator, Brian Gasper - Lead Senior Operator, Lyle Beach - Laboratory Analyst, Matt Miller - Industrial Maintenance Technician, Todd Saxberg - Operator II and Ryan Dalziel - Operator II) - for the Outstanding Wastewater Treatment Plant Award for the City of Snoqualmie Wastewater and Reclamation Facility.

CITIZEN COMMENTS

Wayne Russell. Snoqualmie commented about traffic on Meadowbrook and SR 202.

CONSENT AGENDA

Minutes August 26, 2019 - Regular Council meeting minutes

AB19-102 Resolution 1510 authorizing the adoption of the King County Regional Hazard Mitigation Plan Update for a period of two years from the date of adoption.

The City originally adopted this 5-year Hazard Mitigation Plan in October of 2014 and that adoption expires October 2019. In order to retain our Community Rating System classification and continue to be eligible for grant funding, we need to readopt the current plan for no more than two years while King County is working on their 2020 update.

MOVED by Councilmember Holloway **SECOND** by Councilmember Mayhew to approve the consent agenda as stated. Motion **CARRIED** 7 to 0.

ORDINANCES

Parks and Public Works Council Committee

AB19-115 **Waive the Rules of Procedure requirement for a second reading under Rule of Procedure 9.6.2.2 and the Move to adopt Ordinance No. __ adopting the final 2019 Comprehensive Solid Waste Management Plan and authorizing the Mayor to send a letter to King County addressing concerns with substance of the Plan regarding its evaluation of non- landfill solid waste disposal options**

This agenda bill seeks Council authorization for introduction and action of an ordinance repealing the Final 1992 and the 2001 King County Comprehensive Solid Waste Management Plans and adopting the final 2019 King County Comprehensive Solid Waste Management Plan as an update.

MOVED by Councilmember Sundwall **SECOND** by Councilmember Holloway to waive the Rules of Procedure requirement for a second reading under Rule of Procedure 9.6.2.2 and Move to adopt Ordinance No.1219 adopting the final 2019 Comprehensive Solid Waste Management Plan and authorizing the Mayor to send a letter to King County addressing concerns with substance of the Plan regarding its evaluation of non-landfill solid waste disposal options. Discussion.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Sundwall that we replace the motion with move to authorize the Mayor to send a letter to King County addressing concerns with substance of the plan regarding its evaluation of non-landfill solid waste disposal options. Discussion. Motion withdrawn.

MOVED by Councilmember Sundwall **SECOND** by Councilmember Mayhew to amend the motion to change the word adopt to reject and the word adopting to rejecting if those are the proper words that our lawyer would have us do. Discussion.

Point of Order by Councilmember Holloway to that it leave us with an Ordinance rejecting - it would be cleaner if you just say move to reject the final 2019....

Motion to amend by Councilmember Sundwall withdrawn.

MOVED by Councilmember Holloway **SECOND** by Councilmember Mayhew to amend the motion to reject the final 2019 Comprehensive Solid Waste Management Plan and authorize the Mayor to send a letter to King County addressing concerns with substance of the Plan regarding its evaluation of non- landfill solid waste disposal options. Discussion.

MOVED by Councilmember Jeans **SECOND** by Councilmember Mayhew to Call the Question. Motion **CARRIED** 7 to 0.

Motion **CARRIED** 5 to 2 with Councilmembers Holloway and Shepard against.

Original motion, as amended, **CARRIED** 5 to 2 with Councilmembers Holloway and Shepard against.

Finance and Administration Council Committee

AB#19-108 Ordinance updating the School Impact Fees pursuant to Ordinance No. 826 and Chapter 20.10 of the Snoqualmie Municipal

Chapter 20.10 of the Snoqualmie Municipal Code establishes provisions for the assessment and collection of school impact fees pursuant to RCW Chapter 82.02. Chapter 20.10.100 requires that the fee schedule be reviewed and updated by the Council on an annual basis after the Council receives the District's plan and data required

MOVED by Councilmember Holloway **SECOND** by Councilmember Ross to adopt Ordinance No. 1220, updating the School Impact Fees pursuant to Ordinance No. 826 and Chapter 20.10 of the Snoqualmie Municipal Code. Motion **CARRIED** 6 to 1 with Councilmember Shepard against.

AB#19-109 Ordinance Amending Ordinances 1210 and 1213 Adopting and Amending the 2019-2020 Biennial Budget (2020-2025 Non-Utilities Capital Improvement Plan Amendment); and Providing for Severability and an Effective Date

The intent of this ordinance is to amend the 2019-2020 Biennial Budget to appropriate funds commensurate with the first year (2020) of the non-utilities section of the 2020-2025 Capital Improvement Plan (CIP). The non-utilities section of the 2020-2025 CIP, broadly consistent with the 2019-2020 City Council Goals and Objectives, guides the acquisition and improvement of transportation, parks, and facilities capital infrastructure. This plan and the related budget amendment covers in 2020, 12 capital projects, 5 capital programs devoted to the preservation of currently-built assets, and general obligation debt service. To pay for the planned \$8 million in capital expenditures, the City intends to use a mix of funding sources such as current cash balances, taxes, grants, and other miscellaneous revenues.

Councilmember Holloway introduced this proposed Ordinance. It will be considered for action on September 23, 2019. Discussion.

Council Committee Reports

REPORTS

Parks and Public Works Council Committee

No report.

Community Development Council Committee

Agenda Bill 19-103 was added to the agenda for reconsideration.

AB19-103 Contract for Services Agreement Between the City of Snoqualmie and the Mountains to Sound Greenway Trust

The City received a \$19,500 Economic Development Partnership grant from the Port of Seattle toward the Snoqualmie Valley-wide marketing effort known as Savor Snoqualmie Valley. The grant provides that Mountains to Sound (MTS) is the project partner with the City. The Agreement with MTS provides services to the City for marketing efforts, and establishes project responsibilities for each party. The total amount includes \$13,000 in grant funds from the Port, \$6,500 from the City in matching funds, and also \$1,000 in in-kind contributions from the City. The in-kind contributions are from City staff time. This agenda bill was approved by the Council on August 26, 2019.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Jeans to reconsider AB19-103. Discussion.

MOVED by Councilmember Holloway **SECOND** by Councilmember Jeans to Call the Question on the motion to reconsider. Motion **CARRIED** 5 to 2 with Councilmembers Laase and Sundwall against.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Jeans to suspend action on AB19-103 and refer back to Committee. Discussion. Motion **CARRIED** 7 to 0.

Finance and Administration Council Committee

AB19-112 Professional Services Agreement with Tripepi Smith for a Communications Program Assessment

The City desires to engage Tripepi Smith for professional services to assess the City's Communications Program, including how a new civic engagement component will integrate into the City's current communications channels. It will consider all aspects of the program, identify areas for improvement, evaluate the need for new or expanded branding, and deliver strategic communications recommendations.

MOVED by Councilmember Holloway **SECOND** by Councilmember Mayhew to approve a Professional Services Agreement with Tripepi Smith for a Communications Program Assessment. Discussion. Motion **CARRIED** 7 to 0.

Warrants Claims Approval Report (Claims/Warrants 49703-49806 totaling \$874,927.47 and Payroll Claims/Warrants/Electronic Payments 72518-72525 totaling \$515,290.98)

MOVED by Councilmember Holloway **SECOND** by Councilmember Sundwall to approve the Claims/Warrants as stated. Discussion.

Point of Order by Councilmember Sundwall that we are not discussing any one of the warrants but instead how we should handle warrants in the future, not about paying our people. Mayor Larson sustained.

Motion **CARRIED** 6 to 1 with Councilmember Shepard against.

Discussion - Rules of Procedure - Citizen Comments for items not on the agenda
Councilmember Holloway discussed that the Citizen Comment time at the beginning of the meeting for items not on the agenda is being abused and proposed that the Public Comment time be placed at the very top of the agenda and not live streamed.
Discussion.

MOVED by Councilmember Holloway **SECOND** by Councilmember Sundwall to move public comment for items not on the agenda to the top of the Council agenda for mechanics and to not broadcast that as part of the video recording. Discussion.

Motion withdrawn.

MOVED by Councilmember Holloway **SECOND** by Councilmember Sundwall to stop recording public comments for items not on the agenda. Discussion.

Point of Order by Councilmember Mayhew seeking clarification on whether the motion would stop recording of the meeting all together, or if it would only stop the video recording, keeping the audio.

Discussion followed regarding the capabilities held by IT.

Councilmember Holloway stated, I stand on the motion of not video recording, but audio recording the open public comment for items not on the agenda.

MOVED by Councilmember Holloway **SECOND** by Councilmember Sundwall to call the question. Motion **CARRIED** 5 to 2 with Councilmembers Laase and Shepard voting against.

Councilmember Ross asked to have the motion restated. Councilmember Holloway restated the motion as, move to suspend video recording of public comment for items not on the agenda.

Motion **CARRIED** 4 to 3 with Councilmembers Jeans, Laase and Shepard voting against.

Discussion - Council Meeting live streaming

Councilmember Holloway discussed the live streaming of Council meetings versus recording and making available after the fact, noting that there is a cost to provide this. Councilmember Holloway stated that he is in favor of continuing with the live streaming. Discussion. Council concurred to continue with the live streaming.

Public Safety Council Committee

Councilmember Ross reported the City received another top safest city listing through Backgroundchecks.com. They ranked Snoqualmie Number One in 2019 based on violent crime and property crime statistics. SafeWise awarded the City Number One again this year for the second year in a row.

Committee of the Whole

House Bill 1406 - Affordable Housing.

Councilmember Mayhew reported on HB 1406. Director Hofman provided a brief staff report on timing. Councilmember Mayhew stated that this would be coming to Council at a future meeting.

Update from the Public Engagement Committee

Councilmember Jeans reported that the Committee is working on scheduling and planning a fall Town Hall meeting. Discussion. Details will be forthcoming.

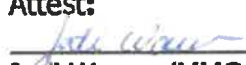
STAFF REPORTS

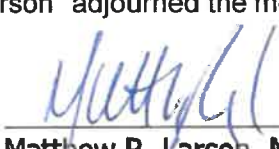
Mayor Larson stated that staff reports are verbal the first meeting of the month.

ADJOURNMENT

There being no further business to come before the Council, **MOVED** by Councilmember Sundwall **SECOND** by Councilmember Holloway to adjourn the meeting. Motion **CARRIED** 7 to 0 Mayor Larson adjourned the meeting at 9:38 PM.

Attest:


Jodi Warren/MMC City Clerk


Matthew R. Larson, Mayor

Minutes recorded by
Jodi Warren, City Clerk

Amending Approved Minutes

From Robert's Rules:

48:15

If the existence of an error or material omission in the minutes becomes reasonably established after their approval – even many years later – the minutes can then be corrected by means of the motion to *Amend Something Previously Adopted* (35), which requires a two-thirds vote, or a majority vote with notice, or the vote of the majority of the entire membership, or unanimous consent.

The Main Motion Was Modified

33:11

Conditions for withdrawing or modifying a motion depend upon how soon the mover states his wish to withdraw or modify it. *Permission* for him to do is required only after the motion to which it pertains has been stated by the chair as pending.

33:12

Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone. Thus, in the brief interval between the making of a motion and the when the chair places it before the assembly by stating it, the maker can withdraw it as follows:

Member A (who made the motion) Mr. President, I wish to modify the motion by striking out “demand” and inserting “urge.”

Motion to Confirm Accurate Reflection of Proceedings in the Minutes

“I move to amend the previously adopted minutes of the September 9, 2019, meeting as proposed in Item 6 on the agenda.”

Purchasing and Contracting

Issue

Before the City orders goods or authorizes a vendor to perform work, it should know:

1. Who has authority to approve the purchase.
2. Whether competitive quotes or another vendor-selection process is required.
3. What spending limit applies. Depending on the transaction, that limit may come from City purchasing policy, delegated administrative authority, or a specific contract amount authorized by Council.
4. What contracting terms are required, including compliance with shifting state and federal requirements, whether a contract or contract amendment must be approved before work begins, and whether the agreement includes the appropriate protections for the City.
5. How much has already been spent.
6. Whether enough authority remains for the proposed purchase or work.

The City does not currently have a process that ensures these questions are answered before a purchase is made or work is authorized. Instead, individual employees and departments are expected to understand the purchasing requirements, obtain the correct approvals, determine whether a contract or amendment is needed, and track spending against the authorized amount. No one routinely checks that these steps have occurred before the City becomes obligated to pay.

The City also does not have staff with the available capacity and specialized training to perform these functions. Staff may have the ability to place an order, prepare a scope of work, or route a contract for signature, but that is different from administering a purchasing and contracting system.

Only contracts requiring Council approval routinely receive broader review of their terms and clauses. The City does not have sufficient Finance or legal staffing capacity to provide comparable review for other purchases and agreements. As a result, the City has no process for ensuring they contain appropriate spending limits, amendment requirements, insurance protections, and other terms necessary to protect the City.

This risk remains unaddressed today. Each day the City continues operating without this function, purchases can be made, work can be authorized, and contracts can be signed or exceeded without the advance review and monitoring needed to protect the City.

What happens under the current approach

If there is a problem, it often is not discovered until an invoice reaches Accounting. At that point, the goods may have been delivered or the services completed. Accounting can identify that the amount exceeds a contract or approval limit, but it cannot undo the purchase or prevent work that has already occurred.

Accounting performs an essential payment control at the end of the transaction. The City lacks a corresponding control at the beginning, before it orders goods, authorizes work, or otherwise becomes obligated to pay. This leads to the City routinely exceeding contract amounts or spending authority, followed by repeated requests for Council to approve additional spending after the goods have been delivered or the services performed.

Prior Council concerns and the AHBL matter

During 2025, Council repeatedly requested that these after-the-fact authorization requests stop. The prior administration repeatedly assured Council that the problem would be corrected. Those assurances did not result in corrective action beyond criticizing individual employees whose assigned roles and training did not include administering purchasing and contracting requirements. No system improvements were made to facilitate or support the work expected of those employees or to prevent the same problem from recurring.

Council ultimately drew the line with the AHBL contract amendment. The City had entered into a six-month contract with AHBL, Inc. for temporary planning services with a maximum authorization of \$50,000. According to Agenda Bill AB25-094:

- Additional hours were incurred for Planning Commission work.
- The work had already been completed.
- The August 2025 invoice exceeded the contract amount by \$4,825.61.
- Sufficient budget appropriation existed to pay the invoice.
- Staff requested an after-the-fact amendment increasing the contract authorization from \$50,000 to \$54,825.61.

Council declined to approve the amendment. As a result, AHBL was not paid for \$4,825.61 in services the City had requested and received.

The AHBL contract included a spending limit. What the City lacked was a process for monitoring that limit and obtaining approval before additional work was performed. The incident was not simply a paperwork error. It was the foreseeable result of asking individual

employees to manage purchasing and contract requirements that were not part of their assigned roles or training, without a system to facilitate or support that work.

This unresolved issue predated the current administration and was not identified during the largely non-existent mayoral transition. There was no briefing on the City's repeated contract and spending-authority problems or the AHBL matter, and the issue was not identified by the City Administrator at the beginning of the year.

The problem became apparent only later, during the period in which the Mayor was also performing the City Administrator role. That work provided direct visibility into how purchases and contracts were being initiated, reviewed, tracked, and presented for payment.

We must now acknowledge that previous assurances to Council did not result in correction of the underlying problem or establishment of the organizational capacity necessary to prevent it from continuing.

Why the work cannot be absorbed by existing staff

Establishing a purchasing and contracting function is not simply a matter of assigning another duty to an existing employee.

A properly controlled process begins when a department identifies a need. Before a purchase is made or work begins, the City must determine the purchasing requirements and approval authority, confirm funding, complete any required vendor-selection process, review and approve the contract or purchase, and record the authorized commitment. The department then manages and accepts the goods or work, after which Accounts Payable independently reviews and pays the invoice.

Accounts Payable ordinarily becomes involved at the end of this process. Assigning the purchasing function to Accounts Payable will leave the control too late and combine responsibility for reviewing commitments with responsibility for processing the resulting payments. Maintaining separation between these functions protects the City. Accounts Payable must remain an independent final check rather than substitute for the missing review before an obligation is incurred.

The function also represents substantial ongoing work, including:

- Advising departments before solicitations and purchases begin.
- Determining the applicable purchasing category, threshold, and selection method.
- Confirming approval and signature authority.

- Coordinating quotes, rosters, competitive solicitations, and cooperative purchases.
- Reviewing contracts, amendments, and supporting documents.
- Coordinating legal review when necessary.
- Monitoring contract amounts, payments, amendments, and expiration dates.
- Maintaining a complete record of active contracts.
- Responding to departmental and vendor questions.
- Supporting required reporting.
- Training employees and maintaining procedures.
- Following up when documentation, authorization, or contract capacity is missing.

Existing Finance, Accounts Payable, legal, administrative, and departmental staff already have full primary responsibilities. Dividing this work among them is substantially the current approach, and that approach has not created an effective preventive control.

The question is not whether an existing employee can complete an isolated purchasing task. It is whether an existing employee has the assigned responsibility, training, independence, and available capacity to administer this work across the City. No existing employee does.

Proposed purchasing and contracting function

The City should establish a purchasing and contracting function that provides consistent assistance and contract controls across all departments. The function will:

- Provide a single point of contact for purchasing and contracting.
- Help departments identify the appropriate procurement method and approval authority.
- Review proposed purchases, contracts, and amendments before commitments are made.
- Verify the use of appropriate templates, clauses, and supporting documents.
- Maintain a complete record of active contracts.
- Track authorized amounts, expenditures, amendments, remaining balances, and expiration dates.
- Alert departments before contracts reach their authorized limits.

- Confirm that required amendments are approved before additional work proceeds.
- Coordinate legal review when agreements contain unusual terms or elevated risks.
- Support purchasing and contract reporting required by the Snoqualmie Municipal Code.
- Develop practical procedures and provide staff training.
- Evaluate and implement appropriate purchasing and contract controls in Munis.

Departments will continue to identify their operational needs, prepare scopes of work and technical requirements, participate in vendor selection, manage vendor performance, confirm satisfactory receipt of goods or services, and plan for renewals and future budget needs. The purchasing and contracting function will provide the expertise, monitoring, and controls that individual departments cannot reasonably create and maintain independently.

Staffing the function

The recommended initial staffing is one Procurement and Contracts Analyst. This is an analyst-level position, not a management position, and represents the minimum practical capacity needed to establish the function, address immediate risks, assist departments, and lead the required improvements.

The need is urgent. Until the position is filled and initial controls are established, the underlying risk remains active every day. The City continues to enter into purchases and agreements without a process that consistently reviews authority, contract terms, spending limits, and remaining balances before obligations are incurred. Another after-the-fact authorization problem can occur at any time.

The analyst will immediately begin reviewing proposed purchases, contracts, and amendments; helping departments determine the required process and approval authority; establishing a basic record of active contracts; tracking contract amounts, amendments, payments, balances, and expiration dates; providing advance notice when contracts approach their limits; coordinating contract templates and legal review; supporting required Council reporting; and providing practical guidance to employees.

Work to be led by the new function

After addressing the most immediate risks, the Procurement and Contracts Analyst will lead the continuing work, including:

1. Inventorying and validating active contracts.

2. Establishing and maintaining a complete contract register.
3. Standardizing contract templates and review checklists.
4. Clarifying purchasing procedures and departmental responsibilities.
5. Establishing advance warnings for contract balances and expiration dates.
6. Evaluating and configuring relevant Munis purchasing and contract-management functions.
7. Establishing purchasing and approval workflows where appropriate.
8. Training employees who initiate purchases or administer contracts.
9. Developing reports identifying direct invoices, retroactive approvals, and spending beyond authorization.
10. Improving the monthly contract reporting required by City code.
11. Recommending any necessary policy, technology, legal-support, or future staffing changes.

Risks of continuing the current approach

Without a purchasing and contracting function, the City remains exposed to:

- Continued after-the-fact requests for Council authorization.
- Spending beyond contract or delegated-authority limits.
- Contracts that lack appropriate terms or protections.
- Purchases made without the required competitive process or documentation.
- Missed amendments, renewals, expiration dates, and insurance requirements.
- Delayed or denied vendor payments.
- Vendor disputes and reputational harm.
- Incomplete reporting to Council.
- Audit findings or questioned costs.
- Continued criticism of individual employees for failures arising from work outside their assigned roles, training, and available capacity.

The City cannot reasonably hold employees responsible for consistently following and administering a purchasing and contracting system that the City has not created, staffed, or supported. Nor can the City responsibly allow the current exposure to continue while waiting for another incident to require action.

Requested Council action

Authorize the Procurement and Contracts Analyst position, approve the accompanying appropriation, and authorize recruitment to begin immediately.

This action does not attempt to approve a comprehensive purchasing and contracting system in advance. It provides the professional capacity needed to address the City's immediate exposure, establish the function, and lead the policy, process, training, reporting, and Munis improvements required to prevent these problems from continuing.



CITY OF SNOQUALMIE
CITY COUNCIL ROUNDTABLE & REGULAR MEETING
Monday, August 24, 2026, at 6:00 PM & 7:00 PM
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS.

Mayor James Mayhew.

Councilmembers: Daniel Murphy, Robert Wotton, Bryan Holloway, Louis Washington, Catherine Cotton, Andre Testman and Jolyon Johnson.

This meeting will be conducted in person at Snoqualmie City Hall and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID

813 0614 8787 and Password **1800110121** if prompted.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**

ROUNDTABLE AGENDA, 6 PM.

CALL TO ORDER AND ROLL CALL.

AGENDA APPROVAL.

Presentation.

1. BERK Consulting – Zoning & Comprehensive Plan

ADJOURNMENT.

REGULAR AGENDA, 7 PM.

CALL TO ORDER AND ROLL CALL.

PLEDGE OF ALLEGIANCE.

AGENDA APPROVAL.

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS.

Proclamations.

2. Suicide Prevention Month.
3. National Preparedness Month.

Presentations.

4. 2027 Landscape Services Contract - Scope and Schedule Considerations.

5. King County Permitting Process - Leon Richardson.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA.

(NOTE: No online public comments will be accepted during the meeting. Written comments are encouraged and may be submitted via in-person drop off, mail, or e-mail to cityclerk@snoqualmiewa.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.)

CONSENT AGENDA.

6. Approve the City Council Special Meeting Minutes dated July 21, 2026.
7. Approve the City Council Special Meeting Minutes dated July 28, 2026.
8. Approve the City Council Special Meeting Minutes dated August 3, 2026.
9. Approve the City Council Special Meeting Minutes dated August 6, 2026.
10. Approve the City Council Meeting Minutes: August 10, 2026.
11. Approve the Claims Report dated August 24, 2026.

COMMITTEE REPORTS.

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

12. **AB26-051:** Approval to Authorize the Mayor to Execute IAFF Union Contract.
13. 2027 Legislative Priorities.
14. Amend Minutes of the 9/9/2019 Council Meeting.
15. Flood Event Update.

Committee of the Whole:

REPORTS

16. **Mayor's Report.**
17. **Directors' Reports.**
18. **Commission/Committee Liaison Reports.**

EXECUTIVE SESSION.

19. Pursuant to RCW42.30.110 (1)(i) – Potential Litigation.

ADJOURNMENT.



Finance Department

Drew Bouta, Director of Finance

38624 SE River St. | PO Box 987

Snoqualmie, Washington 98065

(425) 888-1555 | dbouta@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: August 24, 2026

Subject: CLAIMS REPORT
Approval of payments for the period: July 3 to August 11, 2026

BACKGROUND

Per RCW 42.24.080, all claims presented against the city by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due, and unpaid obligations against the city, before payment can be made. Expedited processing of the payment of claims when certain conditions have been met allows for the payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all requirements of this state law.

Pursuant to Snoqualmie Municipal Code (SMC) Chapter 3.85, all Claims, Demands and Vouchers against the city, provides that the Finance Director or her designee will examine all claims prior to payment and provide periodic reporting of the payments to the City Council for final approval. Per SMC 3.85.040, to meet these requirements, the Finance Director schedules payment of claims and payroll for monthly Finance & Administration Committee review followed by full City Council approval on the consent agenda. Per SMC 3.85.050, documentation supporting claims paid and the Finance Director's written report are made available to all city council members at City Hall for 48 hours prior to the Finance & Administration Committee meeting. Following the 48-hour review period, the Finance & Administration Committee considers the claims as part of its regular agenda and recommends to the full city council whether to approve or disapprove the claims. Consistent with these requirements, this report seeks City Council approval of payment of claims and payroll batches summarized in the table below.

ANALYSIS

All payments made during these periods were found to be valid claims against the city. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and

payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place. The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2025-2026 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

CITY OF SNOQUALMIE
Disbursements for Council Approval
Claims, Payroll and Miscellaneous

CLAIMS						
Date	Checks			Qty	ACH	
	From #	Thru #	Amount		Amount	CLAIMS TOTAL
7/3/2026				1	\$ 126.24	\$ 126.24
7/28/2026				1	\$ 7,899.06	\$ 7,899.06
7/28/2026				1	\$ 312.50	\$ 312.50
7/30/2026	88061	88095	\$ 125,315.79			\$ 125,315.79
7/31/2026				1	\$ 6,797.78	\$ 6,797.78
7/31/2026				1	\$ 1,899.81	\$ 1,899.81
8/3/2026				2	\$ 118,717.36	\$ 118,717.36
8/4/2026				1	\$ 5,353.19	\$ 5,353.19
8/6/2026	88098	88170	735180.42			\$ 735,180.42
8/7/2026	88171	88175	7620.3			\$ 7,620.30
8/7/2026				10	\$ 499,105.09	\$ 499,105.09
					Grand Total	\$ 1,508,327.54

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
8/3/2026	Merchant Card Fees -Ttech E-checks	\$ 116.21		\$ 116.21
8/3/2026	Merchant Card Fees - FIServ Merchant	\$ 143.27		\$ 143.27
8/3/2026	Merchant Card Fees - PayConex	\$ 817.74		\$ 817.74
8/3/2026	Merchant Card Fees - Bankcard (Elevon)	\$ 12,108.33		\$ 12,108.33
8/4/2026	Merchant Card Fees - Tyler Munis	\$ 123.97		\$ 123.97
8/4/2026	Navia Benefit Solutions	\$ 5,353.19		\$ 5,353.19
8/5/2026	Merchant Card Fees - American Express	\$ 1,899.08		\$ 1,899.08
8/5/2026	Merchant Card Fees - American Express	\$ 4.86		\$ 4.86
8/11/2026	KeyBank - Pcard	\$ 2,558.56		\$ 2,558.56
8/11/2026	Navia Benefit Solutions	\$ 312.50		\$ 312.50
8/11/2026	Navia Benefit Solutions	\$ 3,487.91		\$ 3,487.91
Grand Total				\$ 26,925.62

PAYROLL						
Date	Checks			ACH		PAYROLL TOTAL
	From #	Thru #	Amount	Qty	Amount	
8/7/2026				113	\$ 435,265.29	\$ 435,265.29
					Grand Total	\$ 435,265.29

Total **\$ 1,970,518.45**

The following claims and payments were objected to by Finance Director: **NONE**

(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrant and/or checks itemized above were issued to pay just, due, and unpaid obligations of the City of Snoqualmie for materials furnished, services rendered, or labor performed, and that I am authorized to authenticate and certify the foregoing.


Drew Bouta, Director of Finance

8/13/2026
Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

VENDOR NAME	CHECK NO	CHECK DATE	INVOICE	LEDGER ACCOUNT	ACCOUNT DESCRIPTION	INVOICE DESCRIPTION	AMOUNT TOTAL
AFLAC	2026402	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deducts	Allac Insurance	78.13
AFLAC Total							78.13
AquaCorp	88062	7/30/2026	1713892-1	001.12.071.57680.531300.	Rep & Maint Supplies - SplashP	Chlorine & acid for splashpad	191.26
			1714134-1	001.12.071.57680.531300.	Rep & Maint Supplies - SplashP	Chlorine delivery for splashpad	184.43
AquaCorp Total							375.68
AWC Benefits	2026398	8/7/2026	Payroll 8/7/26	001.08.009.52122.522200.	Medical-Dental-Vision Benefits	Health/Disability Benefits	21.60
				631.00.000.23150.231500.	Undistributed Payroll Deducts	Health/Disability Benefits	175.530.26
AWC Benefits Total							175.551.86
AWC CenturyLink	88108	8/6/2026	300575004 7/26	502.11.020.51888.542000.	Telephone/Cable Services	SPD landlines - July 20 - August 19 2026	703.78
AWC CenturyLink Total							703.78
Christopher Werre	88066	7/30/2026	RE CW 7/17/26	001.08.009.52121.541000.	Professional Svcs - General	Parking reimbursement - 255-5722	52.31
Christopher Werre Total							52.31
City of Sunnyside	88110	8/6/2026	17491	001.08.009.52360.541505.	Jail Services - Sunnyside	June 2026 - 102 inmate days served	7.812.18
			17491	001.08.009.52360.541505.	Jail Services - Sunnyside	June 2026 inmate medications	80.84
City of Sunnyside Total							7.893.02
City of Sunnyside Total	88112	8/6/2026	0559927-07-26	502.11.020.51888.542200.	INET Internet Network Services	Secondary internet service 7/26	426.23
Comcast	88071	7/30/2026	000742676	001.12.028.57680.548000.	Repair & Maintenance Services	Jeanne Hansen artificial turf field repairs	426.23
Comcast Total							7.600.72
FieldTurf	2026410	7/3/2026	070126-FSCCFees	001.15.034.55850.541090.	Financial Services	CC Fees for Trakti MIBP charges - account 9691	126.24
FieldTurf Total							126.24
FISERV	88073	7/30/2026	2nd Half HS Funds 26	001.13.125.56700.549410.	Friends of Youth	Human services grant funding - 2nd half 2026	15.000.00
FISERV Total							15.000.00
Friends of Youth	88074	7/30/2026	9004566320	401.18.037.53481.531050.	Uniforms & Protective Gear	Climbing harnesses & shock absorbing lanyards	2.415.97
Friends of Youth Total							2.415.97
Grainger	88122	9/6/2026	9014591367	402.20.040.53580.531910.	Operating Supplies	Plastic bin for rag disposal	81.44
			9016029432	402.20.040.53580.531300.	Repair & Maintenance Supplies	Plug valve for PSI gauge - wasting gate	342.58
			9016029440	402.20.040.53580.531300.	Repair & Maintenance Supplies	Saddle clamp for PSI gauge - wasting gate	90.42
			9016029457	402.20.040.53580.531300.	Repair & Maintenance Supplies	Pipe nipples for PSI gauge - wasting gate	105.84
Grainger Total							3.036.25
Kidvantage	88079	7/30/2026	2nd Half HS Funds 26	001.13.125.56510.549420.	KidVantage	2nd Half Human services grant funding 2026	1.857.50
Kidvantage Total							1.857.50
King County Finance	88080	7/30/2026	2173767 Q2-2025	001.08.009.53540.541521.	Animal Control Services	Animal Control Services 2025-Adjustment	1.376.00
				402.20.040.53580.547501.	Hazardous Waste Program Fees	249016-hazardous waste recycling program fee	6.175.86
King County Finance Total							7.551.86
LN Curtis & Sons	88131	8/6/2026	CN53833 INV1086457	001.08.009.52110.523100.	Clothing Allowance	Credit for returned long sleeve shirts - INV107534	-261.07
			INV1085458	001.08.009.52122.531050.	Clothing Allowance	Formal shirt w elbow reinforcement - G. Horejci	205.54
			INV1091725	001.08.009.52110.531052.	Uniforms & Protective Gear	Department patches x200	563.04
LN Curtis & Sons Total							99.35
Minuteman Press	88137	8/6/2026	98005	001.03.003.51810.549300.	Printing	Business cards x100 - A. Lehner	607.86
			98034	001.08.009.52122.549300.	Printing	Business cards x600 - S. Miller	25.26
			98105	001.14.066.55870.541000.	Professional Svcs - General	Ridge District Directory & Map Printing	104.46
Minuteman Press Total							625.32
PSE	88148	8/6/2026	001499 7/26	001.16.035.54263.547100.	Electricity	PSE Account 300000001499	755.04
			010474 7/26	001.16.035.54263.547100.	Electricity	PSE Account 3000000010474	9.442.40
			184171 6/26	402.21.047.53930.547100.	Electricity	PSE Account 220041184171	2,846.33
			800031 7/26	402.21.047.53930.547100.	Electricity	PSE Account 220041184171	211.57
PSE Total							1,326.01
Robert Half	88066	7/30/2026	66397136	001.06.007.51423.541190.	Temporary Agency Personnel	PSE Account 300008000031	11,198.21
			66412660	001.06.007.51423.541190.	Temporary Agency Personnel	Temporary staffing: Financial Analyst - S. Pavez	24,966.52
			66434697	001.06.007.51423.541190.	Temporary Agency Personnel	Temporary staffing: Financial Analyst - S. Pavez	2,745.27
			66440672	001.05.005.51420.541190.	Temporary Agency Personnel	Temporary staffing: Financial Analyst - S. Pavez	3,431.58
Robert Half Total							2,986.73
Sunbelt Rentals	88090	7/30/2026	185374148-0001	001.16.035.54230.545100.	Rent - Shop Equipment	Temporary Staffing; Exec Assisnant - R. Solem	12,605.16
			185374148-0002	001.16.035.54230.545100.	Rent - Shop Equipment	Skidsteer rental/grading downtown alleys 6/16-7/15	3,340.41
Sunbelt Rentals Total							66.67
NAVIA BENEFIT SOLUTIONS	88140	8/6/2026	11104488	001.13.000.51810.541000.	Professional Svcs - General	FSA Admin Fees - July 2026	3,487.06
			11104489	001.01.001.51310.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	100.00
				001.03.003.51310.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.03.003.51810.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.04.004.51531.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	12.42
				001.05.005.51420.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.06.007.51423.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	37.26
				001.07.008.55720.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.08.009.52110.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.08.009.52121.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.08.009.52122.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.08.009.52131.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	53.82
				001.09.014.52210.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.09.014.52220.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.07
				001.12.019.57680.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.48
				001.12.028.57680.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	24.84
				001.14.031.55860.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	8.28
				001.15.034.55850.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	7.87
				001.16.019.54290.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.61
				001.16.035.54230.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
				001.28.056.57120.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.55
				310.13.200.59418.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	3.93
				310.13.200.59476.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	1.97
				310.13.200.59590.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	3.93
				401.18.019.53410.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.48
				401.18.037.53481.522300.	HRA Medical Reimbursements	HRA Participation Fee July 2026	22.77

VENDOR NAME			CHECK NO.	CHECK DATE	INVOICE	LEDGER ACCOUNT	ACCOUNT DESCRIPTION	INVOICE DESCRIPTION	AMOUNT TOTAL
NAVIA BENEFIT SOLUTIONS			88140	46240	11/04/2019	401.19 019.53915 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	1.03
						401.19 039.53935 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	6.21
						402.20 019.53510 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.59
						402.20 040.53580 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	28.98
						402.20 040.53585 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.14
						403.22 019.53110 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.17
						403.22 030.53190 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	12.42
						403.22 050.53130 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	12.42
						417.13 200.59431 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	2.46
						417.13 200.59434 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.97
						417.13 200.59435 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	4.97
						501.23 019.54861 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	1.03
						501.23 051.54868 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	7.25
						502.11 020.51888 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	20.71
						510.24 019.51820 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	0.62
						510.24 053.51820 522300	HRA Medical Reimbursements	HRA Participation Fee July 2026	5.18
						001.03 003.51310 522300	HRA Medical Reimbursements	HRA Payments	488.00
						001.03 003.51810 522300	HRA Medical Reimbursements	HRA Payments	26.30
						001.05 005.51420 522300	HRA Medical Reimbursements	HRA Payments	399.00
						001.06 007.51423 522300	HRA Medical Reimbursements	HRA Payments	1,159.20
						001.07 008.55720 522300	HRA Medical Reimbursements	HRA Payments	30.80
						001.08 008.52110 522300	HRA Medical Reimbursements	HRA Payments	699.72
						001.08 009.52121 522300	HRA Medical Reimbursements	HRA Payments	3.70
						001.08 009.52122 522300	HRA Medical Reimbursements	HRA Payments	786.56
						001.09 014.52210 522300	HRA Medical Reimbursements	HRA Payments	61.01
						001.09 014.52220 522300	HRA Medical Reimbursements	HRA Payments	61.01
						001.12 019.57680 522300	HRA Medical Reimbursements	HRA Payments	92.24
						001.12 028.57680 522300	HRA Medical Reimbursements	HRA Payments	198.90
						001.14 031.55860 522300	HRA Medical Reimbursements	HRA Payments	142.70
						001.15 034.55850 522300	HRA Medical Reimbursements	HRA Payments	91.71
						001.16 019.54290 522300	HRA Medical Reimbursements	HRA Payments	92.79
						001.16 035.54230 522300	HRA Medical Reimbursements	HRA Payments	198.90
						001.28 056.57120 522300	HRA Medical Reimbursements	HRA Payments	324.29
						310.13 200.59418 522300	HRA Medical Reimbursements	HRA Payments	145.68
						310.13 200.59476 522300	HRA Medical Reimbursements	HRA Payments	72.84
						310.13 200.59590 522300	HRA Medical Reimbursements	HRA Payments	145.68
						401.18 019.53410 522300	HRA Medical Reimbursements	HRA Payments	91.68
						401.18 037.53481 522300	HRA Medical Reimbursements	HRA Payments	281.39
						401.19 019.53915 522300	HRA Medical Reimbursements	HRA Payments	45.57
						401.19 039.53935 522300	HRA Medical Reimbursements	HRA Payments	32.94
						402.20 019.53510 522300	HRA Medical Reimbursements	HRA Payments	92.24
						402.20 040.53580 522300	HRA Medical Reimbursements	HRA Payments	802.44
						403.22 019.53110 522300	HRA Medical Reimbursements	HRA Payments	91.14
						403.22 030.53190 522300	HRA Medical Reimbursements	HRA Payments	207.96
						403.22 050.53130 522300	HRA Medical Reimbursements	HRA Payments	207.96
						417.13 200.59431 522300	HRA Medical Reimbursements	HRA Payments	95.35
						417.13 200.59434 522300	HRA Medical Reimbursements	HRA Payments	190.70
						417.13 200.59435 522300	HRA Medical Reimbursements	HRA Payments	190.70
						501.23 019.54861 522300	HRA Medical Reimbursements	HRA Payments	45.02
						501.23 051.54868 522300	HRA Medical Reimbursements	HRA Payments	449.04
						502.11 020.51888 522300	HRA Medical Reimbursements	HRA Payments	50.82
						510.24 019.51820 522300	HRA Medical Reimbursements	HRA Payments	23.07
						634.13 000.58930 589306	FSA Deposit Payouts	FSA Employee Contribution Payouts	312.50
						001.03 003.51810 522300	HRA Medical Reimbursements	HRA Payments	324.01
						001.06 007.51423 522300	HRA Medical Reimbursements	HRA Payments	527.37
						001.07 008.55720 522300	HRA Medical Reimbursements	HRA Payments	6.74
						001.08 009.52110 522300	HRA Medical Reimbursements	HRA Payments	413.08
						001.08 009.52122 522300	HRA Medical Reimbursements	HRA Payments	313.37
						001.09 014.52210 522300	HRA Medical Reimbursements	HRA Payments	12.02
						001.09 014.52220 522300	HRA Medical Reimbursements	HRA Payments	114.55
						001.12 019.57680 522300	HRA Medical Reimbursements	HRA Payments	160.00
						001.14 031.55860 522300	HRA Medical Reimbursements	HRA Payments	114.55
						001.16 019.54290 522300	HRA Medical Reimbursements	HRA Payments	87.00
						001.28 056.57120 522300	HRA Medical Reimbursements	HRA Payments	76.36
						310.13 200.59418 522300	HRA Medical Reimbursements	HRA Payments	38.18
						310.13 200.59476 522300	HRA Medical Reimbursements	HRA Payments	76.36
						310.13 200.59590 522300	HRA Medical Reimbursements	HRA Payments	114.55
						401.18 019.53410 522300	HRA Medical Reimbursements	HRA Payments	834.71
						401.18 037.53481 522300	HRA Medical Reimbursements	HRA Payments	57.27
						401.19 019.53915 522300	HRA Medical Reimbursements	HRA Payments	532.80
						401.19 039.53935 522300	HRA Medical Reimbursements	HRA Payments	114.55
						402.20 019.53510 522300	HRA Medical Reimbursements	HRA Payments	225.22
						402.20 040.53580 522300	HRA Medical Reimbursements	HRA Payments	156.64
						403.22 019.53110 522300	HRA Medical Reimbursements	HRA Payments	114.55
						403.22 030.53190 522300	HRA Medical Reimbursements	HRA Payments	38.41
						403.22 050.53130 522300	HRA Medical Reimbursements	HRA Payments	38.41
						417.13 200.59431 522300	HRA Medical Reimbursements	HRA Payments	61.80
						417.13 200.59434 522300	HRA Medical Reimbursements	HRA Payments	123.61
						417.13 200.59435 522300	HRA Medical Reimbursements	HRA Payments	123.61
						501.23 019.54861 522300	HRA Medical Reimbursements	HRA Payments	57.27
						501.23 051.54868 522300	HRA Medical Reimbursements	HRA Payments	437.44
						502.11 020.51888 522300	HRA Medical Reimbursements	HRA Payments	18.10

VENDOR NAME	CHECK NO	CHECK DATE	INVOICE	LEDGER ACCOUNT	ACCOUNT DESCRIPTION	INVOICE DESCRIPTION	AMOUNT TOTAL
NAVIA BENEFIT SOLUTIONS	2026395		46238	HRA 731 202603	HRA Medical Reimbursements	HRA Payments	28.64
Amazon Capital Services	88061	7/30/2026	13LD-7F37-GCXR	001.08.009.52122.531050.	Uniforms & Protective Gear	Electronic ear muffs hearing protection (x20)	14,020.79
			13LD-7F37-GL1F	001.08.009.52121.531000.	Office Supplies	Extendable mini camera tripod for interview use	852.60
			14LK-LCG4-1FK	001.09.014.52210.531000.	Office Supplies	Keyrings (x100) for radio equipment	8.19
			1Q8L-WVP7-FRTN	001.14.031.55860.549100.	City-Sponsored Expenses	Custom wristbands for summer outreach events	7.54
			1WMP-NWQG-STCP	001.08.009.52122.531000.	Office Supplies	Hazard tape for evidence preparation	195.45
88099	8/8/2026	16PW-NFYF-CCLK		501.23.051.54868.531000.	Office Supplies	File folders 1/3 cut tab	19.72
				510.24.053.51820.531000.	Office Supplies	File folders 1/3 cut tab	5.94
				001.03.003.51810.531910.	Operating Supplies	Blank thank you & birthday cards for employee rec	5.83
				001.08.009.52122.531000.	Office Supplies	Cardstock paper, 1 ream each white/gray/ivory	88.12
				401.18.037.53481.535900.	Small Tools & Equipment	Hitch for truck #232	53.52
				510.24.053.51820.531300.	Repair & Maintenance Supplies	Pride flags for city buildings	186.85
				001.09.014.52210.531000.	Office Supplies	FD Custodial, office, grilling supplies	19.65
				001.09.014.52210.531340.	Custodial & Cleaning Supplies	FD Custodial, office, grilling supplies	30.10
				001.09.014.52250.531910.	Operating Supplies	FD Custodial, office, grilling supplies	80.42
							129.93
Amazon Capital Services Total							1,883.86
ATWORK! Commercial Enterprises, LLC.	88063	7/30/2026	PS-INV106510	510.24.053.51820.548150.	Landscape Services	AtWork - Facilities Landscape Maintenance	3,082.81
	88101	9/6/2026	PS-INV106601	510.24.053.51820.548150.	Landscape Services	Facilities Landscape Maintenance June 2026	3,082.81
ATWORK! Commercial Enterprises, LLC. Total							6,165.62
Cascade Diesel & Truck Repair	88064	7/30/2026	0057693	501.23.051.54868.548000.	Repair & Maintenance Services	Dump truck annual planned maintenance #228	1,841.72
	88105	8/6/2026	0057740	501.23.051.54868.548000.	Repair & Maintenance Services	Dump truck #229 annual maint, new batteries	1,214.84
Cascade Diesel & Truck Repair Total							3,056.56
Chinook Lumber Inc	88065	7/30/2026	2216263	001.12.028.57680.531300.	Repair & Maintenance Supplies	4x6x12 treated hangers & 6" screws for bridge deck	185.72
				401.18.037.53481.531300.	Repair & Maintenance Supplies	Wood & screws for concrete forms	106.09
				401.18.037.53481.531300.	Repair & Maintenance Supplies	Hammer, screws & concrete for valve pads	391.23
				403.22.030.53190.531300.	Repair & Maintenance Supplies	Small repair supplies for Bog Platform repairs	587.43
Chinook Lumber Inc Total							1,270.47
Center For Public Safety Excellence, Inc.	88067	7/30/2026	05-06594	001.09.014.52210.541900.	Accreditation Services	Annual CPSE Accreditation Fee	1,580.00
Center For Public Safety Excellence, Inc. Total							1,580.00
Cressy Door Co, Inc.	88068	7/30/2026	219911	001.12.028.57680.548000.	Repair & Maintenance Services	Garage door repair @ splashpad mechanic room	770.57
Cressy Door Co, Inc. Total							770.57
Endress & Hauser, Inc.	88069	7/30/2026	6002657308	402.20.045.53560.531300.	Repair & Maintenance Supplies	Sewer collections - temperature switch for sampler	142.23
Endress & Hauser, Inc. Total							142.23
Ferguson Waterworks #3156	88070	7/30/2026	0126089	401.18.037.53481.531300.	Repair & Maintenance Supplies	1" Water Meters	7,335.84
FOSTER GARVEY PC	88072	7/30/2026	2951865	001.03.003.51810.541100.	Outside Legal Services - Gen	Legal support - Sauve v. City - March 2026	7,385.84
				001.03.003.51810.541100.	Outside Legal Services - Gen	Legal support - Sauve v. City of Snoqualmie -APR26	1,120.00
				2954083	Outside Legal Services - Gen	Legal support - BESS	305.00
88120	8/6/2026	2951864		001.04.004.51541.541100.	Outside Legal Services - Gen	Legal support - BESS	4,185.00
				2954082	Outside Legal Services - Gen	Legal support - BESS	28,718.16
				2957307	Outside Legal Services - Gen	Legal support - BESS	27,672.50
				2957308	Outside Legal Services - Gen	Legal services - Sauve v City	70.00
FOSTER GARVEY PC Total							62,070.66
Hach Company, Inc.	88075	7/30/2026	15078834	402.20.040.53585.548000.	Repair & Maintenance Services	Monthly sewer lab sensor maintenance, Feb-July '26	5,079.30
	88123	8/6/2026	15089740	402.20.040.53585.535900.	Small Tools & Equipment	DO probe for BOD wastewater testing	1,954.45
Hach Company, Inc. Total							7,033.75
Issaquah Honda Kubota	88076	7/30/2026	1559901	401.18.037.53481.548000.	Repair & Maintenance Services	Svc & new pull rope on walk behind concrete saw	181.94
Issaquah Honda Kubota Total							181.94
Jenkins Pipeline Services, LLC.	88077	7/30/2026	30849	401.19.039.53935.548000.	Repair & Maintenance Services	Excavating for irrigation leak at Centennial Field	1,957.31
Jenkins Pipeline Services, LLC. Total							1,957.31
King County Recorders Office (UB)	88078	7/30/2026	072026 UB Liens	401.18.019.53410.549010.	Filing & Recording Fees	UB Liens x10	180.00
King County Recorders Office (UB) Total							180.00
Madrona Law Group	88081	7/30/2026	13516	001.02.002.51160.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	180.00
				001.04.004.51541.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	41.50
				001.05.005.51420.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	249.00
				001.08.009.52110.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	166.00
				001.14.031.55860.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	3,054.50
				001.15.034.55850.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	124.50
				401.18.019.53410.541100.	Legal Services	Outside Legal Services-April 2026	33.20
				402.20.019.53510.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	33.20
				402.22.050.53130.541100.	Legal Services	Outside Legal Services-April 2026	16.60
				502.11.020.51888.541100.	Outside Legal Services - Gen	Outside Legal Services-April 2026	1,116.50
88132	8/6/2026	13558		001.04.004.51541.541100.	Outside Legal Services - Gen	Legal support - Madrona law May 2026	249.00
				001.05.005.51420.541100.	Professional Svcs - General	Legal support - Madrona law May 2026	581.00
				001.08.009.52110.541100.	Outside Legal Services - Gen	Legal support - Madrona law May 2026	622.50
				001.14.031.55860.541100.	Outside Legal Services - Gen	Legal support - Madrona law May 2026	6,885.75
				401.18.019.53410.541100.	Legal Services	Legal support - Madrona law May 2026	249.00
				402.20.019.53510.541100.	Outside Legal Services - Gen	Legal support - Madrona law May 2026	165.00
				402.22.050.53130.541100.	Legal Services	Legal support - Madrona law May 2026	207.50
				417.13.006.59431.541390.	Sandy Cove Bank - Ads, Legal	Legal support - Madrona law May 2026	1,805.25
				502.11.020.51888.541100.	Outside Legal Services - Gen	Legal support - Madrona law May 2026	747.00
Madrona Law Group Total							16,401.50
McMaster - Carr	88082	7/30/2026	68720783	402.20.040.53580.535900.	Small Tools & Equipment	Belt sander for gate fabrication work	2,907.70
				68785135	Repair & Maintenance Supplies	(6) Gate signage - "No Parking"	254.98
88134	8/6/2026	68197240		402.20.040.53580.535900.	Small Tools & Equipment	Chain wrench to weld pipe	105.44
Michigan Safety Products of Flint	88083	7/30/2026	1198344	001.12.028.57680.531050.	Safety Supplies	(7) Reflective safety traffic vests	3,269.12
Michigan Safety Products of Flint Total							392.28
North Bend Landscape Supply	88084	7/30/2026	911	401.19.039.53935.531300.	Repair & Maintenance Supplies	Dirt & sand for irrigation main break @ Cent Field	679.22
North Bend Landscape Supply Total							9,795.00
Northwest Hydraulic Consultants, Inc.	88085	7/30/2026	35193	403.22.019.53110.541000.	Professional Svcs - General	NHC Stormwater System Plan Update	517.50
			35204	001.14.032.55860.541040.	Engineering Services	Consultant drainage review RES2026-038 Crabb res	
Northwest Hydraulic Consultants, Inc. Total							10,312.50

MEMORANDUM	CHECK NO	CHECK DATE	INVOICE	LEDGER ACCOUNT	ACCOUNT DESCRIPTION	INVOICE DESCRIPTION	AMOUNT TOTAL
Sl view Community Foundation	88087	7/30/2026	2nd Half HS Funds 26	001.13.125.571.20.549400.	Sl View Community Foundation	2nd Half Human services grant funding 2026	1,250.00
Society of St. Vincent De Paul	88088	7/30/2026	2nd Half HS Funds 26	001.13.125.565.10.549450.	Society of St. Vincent de Paul	2nd Half Human services grant funding 2026	1,250.00
Society of St. Vincent De Paul Total	88089	7/30/2026	173341	001.03.003.518.10.541120.	Legal Finance Consulting Svcs	Legal services - Employment advice	5,000.00
Summit Law Group			173342	001.03.003.518.10.541120.	Legal Finance Consulting Svcs	Legal services-Teamsters negotiation support-06/26	5,000.00
			173343	001.03.003.518.10.541120.	Legal Finance Consulting Svcs	Legal support - IAFF Negotiations - Jun 2026	1,141.00
Summit Law Group Total	88091	7/30/2026	20386	001.16.035.54230.531300.	Repair & Maintenance Supplies	4 30x6 double-sided street signs-assist. ridge area	4,741.55
Traffic Signs Inc. & Installs	88161	8/6/2026	20411	001.16.035.54264.531914.	General Streets Signage	No parking Thursday signs for O'Neill St.	1,456.00
							7,391.55
Traffic Signs Inc. & Installs Total	88092	7/30/2026	2nd Half HS Funds 26	001.13.125.567.00.549450.	The Trail Youth	2nd Half Human services grant funding 2026	459.06
The Trail Youth	88093	7/30/2026	INV01100528	401.18.037.53482.531500.	Water Treatment Chemicals	Arsenic testing kit	49.19
USA Bluebook			INV01102206	401.18.037.53482.531300.	Repair & Maintenance Supplies	Flowmeters for NWTP turbidimeters	508.25
							11,624.50
USA Bluebook Total	88094	7/30/2026	MC August-2026	001.03.003.513.10.522200.	Medical-Dental-Vision Benefits	Chambless COBRA - August Coverage BSI 401 3433955	360.04
Vimly Benefit Solutions, INC	83095	7/30/2026	15318847	001.12.028.57680.531300.	Repair & Maintenance Supplies	Paint rollers/trays-Snoqualmie Point Park restroom	590.49
Vimly Benefit Solutions, INC Total							950.53
Westlake ACE Hardware	88169	8/6/2026	15318862	401.18.037.53481.531300.	Repair & Maintenance Supplies	Faucet repair parts - no knob 3/4" female	2,710.87
							2,710.87
							82.32
							17.46
							144.67
							19.85
							89.50
							61.13
							49.03
							26.10
							10.47
							49.09
							128.81
							39.27
							716.70
Westlake ACE Hardware Total	2026373	7/31/2026	Q2 Unemployment Tax	631.00.000.23150.231500.	Undistributed Payroll Deducts	Q2 Unemployment Tax	6,797.78
EMPLOYMENT SECURITY DEPT.							8,797.78
EMPLOYMENT SECURITY DEPT. Total	2026374	7/31/2026	Q2-2026 Leasehold	633.13.006.58930.589300.	LG Leasehold Tax to WSDOR	Q2-2026 Leasehold Excise Tax	1,899.81
Department of Revenue - WA State							1,899.81
Department of Revenue - WA State Total	2026376	8/3/2026	Q2 L&I	001.06.007.51423.549020.	Other Taxes/Fees/Misc Expenses	Labor & Industries premiums Q2	1.81
							118,715.55
Department of Labor & Industries Total	88098	8/6/2026	927712-1	631.00.000.23150.231500.	Undistributed Payroll Deducts	Labor & Industries premiums Q2	118,717.36
Alaskan Copper & Brass Company							4,405.40
Alaskan Copper & Brass Company Total	88100	8/6/2026	8102370	402.20.040.53580.531300.	Repair & Maintenance Supplies	Piping for transfer pumping	4,405.40
ALL STAR HEATING AIR CONDITIONING INC			8102411	510.24.053.51820.548000.	Repair & Maintenance Services	Heat pump repair - PD	346.50
							1,528.01
							2,074.51
							2,613.60
							2,613.60
							1,147.65
							1,147.65
							-1,600.00
							5,355.41
							3,756.41
							3,861.55
							2,092.25
							5,378.74
							11,132.54
							11,166
CDW GOVT INC Total	88107	8/6/2026	333555664 6/26	502.11.020.51888.542000.	Telephone/Cable Services	PD Phones - June 9 - July 8 2026	11,166
CenturyLink PD							23,791.52
CenturyLink PD Total	88111	8/6/2026	26000328	001.08.009.52360.541502.	Jail Services - Issaquah	Issaquah Jail services - June 2026	23,791.52
City of Issaquah Finance Dept							44.49
Complete Office (PD ACCT) Total	88113	8/6/2026	2431013-0	001.08.009.52122.531910.	Operating Supplies	C & D batteries, 12pk each	44.49
Criminal Justice Training Commission	88114	8/6/2026	201143339	001.08.009.52140.543000.	Training & Travel	Patrol Carbine Instructor course - E Rasmussen	1,270.75
Criminal Justice Training Commission Total							1,270.75
Carmichael's True Value Hardware	88115	8/6/2026	A317550	401.18.037.53481.531300.	Repair & Maintenance Supplies	Hand sanitizer	5.24
			A317601	401.19.039.53935.531300.	Repair & Maintenance Supplies	Batteries for irrigation controllers	52.42
			A317837	001.12.028.57680.531300.	Repair & Maintenance Supplies	2-cycle engine oil for small power tools	12.00
			A317839	001.12.028.57680.531300.	Repair & Maintenance Supplies	Screws & washers for assorted uses	1.95
			A317860	001.12.028.57680.531300.	Repair & Maintenance Supplies	Rubber Garden Hose for cleaning equipment	41.52
			A317914	001.12.028.57680.531300.	Repair & Maintenance Supplies	Mop	18.57
			A317916	001.12.028.57680.531300.	Repair & Maintenance Supplies	Graffiti remover for Snoqualmie Point Park	20.76
			A317950	001.12.028.57680.531060.	Safety Supplies	Cleaning supplies & PPE for cleaning	52.43
							89.11
							28.41
							48.86
							21.85
							23.47
							11.45
							428.04
Carmichael's True Value Hardware Total	88116	8/6/2026	INV0031676	001.12.028.57680.548000.	Repair & Maintenance Services	Door strike repair - Centennial Park restroom	2,297.80
Davis Door Service, Inc.							2,297.80
Davis Door Service, Inc. Total	88117	8/6/2026	27-WAR045718-1	403.22.050.53145.541050.	Engineering Services	NPDES Stormwater permit admin fee-FY27	10,263.00
Washington State Department of Ecology							10,263.00
Washington State Department of Ecology Total	88118	8/6/2026	5700996	501.23.051.54868.531301.	Repair Parts	Fuel cap - vehicle #232	52.12
Evergreen Ford, Inc.			S641371	501.23.051.54868.548000.	Repair & Maintenance Services	Trailer model diagnose - vehicle #101	243.10

VENDOR NAME	CHECK NO	CHECK DATE	INVOICE	LEDGER ACCOUNT	ACCOUNT DESCRIPTION	INVOICE DESCRIPTION	AMOUNT TOTAL
Superior, LLC	88156	8/6/2026	466873	502.11.020.51888.541000.	Professional Svcs - General	Project management svcs - TRAKIT upgrade	121.50
Superior, LLC, Total							121.50
Snoqualmie Valley Chamber of Commerce	88157	8/6/2026	26015421	11026.107.55730.541000.	Professional Svcs - General	LTAC Funds 2026 World Cup marketing	7,459.07
Snoqualmie Valley Chamber of Commerce Total							7,459.07
Tangerine Tales, LLC	88158	8/6/2026	SN080426PP	012.13.115.57320.541000.	Arts Program Services	Arts Commission face painting - National Night Out	995.00
Tangerine Tales, LLC, Total							995.00
Tnemecc Company, Inc.	88159	8/6/2026	2620872	402.20.045.53565.531300.	Repair & Maintenance Supplies	Paint - WRE gate	593.51
Tnemecc Company, Inc. Total							593.51
Tom DeSanto Greenhouses	88160	8/6/2026	18875	001.12.026.57680.531910.	Operating Supplies	Flower Baskets for Downtown & Center Retail Areas	11,902.80
Tom DeSanto Greenhouses Total							11,902.80
Tyler Technologies, Inc.	88162	8/6/2026	045-567149	502.11.023.59418.564000.	Financial System Software	Tyler SaaS Fees 6/1/26-8/31/26	60,824.92
Tyler Technologies, Inc. Total							60,824.92
Uline, Inc	88163	8/6/2026	210198874	001.08.009.52122.531010.	C.O.P. Supplies	White industrial duct tape - Bike Rodeo	166.73
Uline, Inc Total							166.73
United Rentals (North America) Inc.	88164	8/6/2026	264378523-001	501.23.051.54866.545100.	Rent - Shop Equipment	Safety lighting tower rental - July 4 flagging	1,582.37
United Rentals (North America) Inc. Total							1,582.37
Verizon Wireless (Central Services)	88165	8/6/2026	614873647 614873648	502.11.020.51888.542010. 401.19.039.53935.542000.	Cellular Telephone Telephone/Cable Services	Verizon monthly bill 7/26 Monthly cell modem charges	10,297.73 447.94
Verizon Wireless (Central Services) Total							10,745.67
Visionquest Window Cleaning, Inc.	88166	8/6/2026	002607 002608	510.24.053.51820.548000. 510.24.053.51820.548000.	Repair & Maintenance Services Repair & Maintenance Services	Exterior window & buver cleaning - CH Exterior window & buver cleaning - PD	775.00 275.00
Visionquest Window Cleaning, Inc. Total							1,050.00
Visionquest Window Cleaning, Inc. Total	88167	8/6/2026	239450	402.20.040.53585.541000.	Professional Svcs - General	BOD testing fee - 3rd party lab (casino)	140.00
Water Management Laboratories, Inc.	88168	8/6/2026	PS-INV116474 PS-INV116475	402.20.045.53565.531300. 402.20.040.53580.548000.	Repair & Maintenance Supplies Repair & Maintenance Services	Replacement fan for sampler Repair of scum pump stator	127.88 1,579.39
Water Management Laboratories, Inc. Total							1,707.27
Whitney Equipment Co., Inc. Total	88170	8/6/2026	INV363376476	502.11.021.51888.548850.	Hardware-Software Maintenance	Zoom subscription renewal	801.95
Zoom Communications, Inc.	88171	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Life/AD&D - Fire	504.00
Zoom Communications, Inc. Total							504.00
DiMartino Associates	88172	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Fire Dues - August 2026	3,625.30
IAFF LOCAL #1762	88173	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Police Dues - August 2026	1,450.00
IAFF LOCAL #1762 Total							1,450.00
Snoqualmie Police Assoc. Total	88174	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Medical expense reimbursement program - Fire	1,200.00
WSCFF - IAFF MERP	88175	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Long Term Disability - Police	841.00
WSCFF - IAFF MERP Total							841.00
Western States Police Medical Trust	2026399	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Child Support Garnishment	500.00
Office of Support Enforcement - DSHS	2026400	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Deferred Compensation Program	225.00
Office of Support Enforcement - DSHS Total							225.00
Voya Institutional Trust Company Total	2026401	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Deferred Compensation Program	6,421.13
Voya Institutional Trust Company Total	2026402	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	DRS Pension/Deferred Compensation Program	99,323.88
ICMA Retirement Trust - 303907 (Mission Square)	2026403	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Health Benefits - Fire	40,082.05
ICMA Retirement Trust - 303907 (Mission Square) Total							40,082.05
Department of Retirement Systems	2026404	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	Child Support Garnishment	133.50
Department of Retirement Systems Total							133.50
NWFFET Trust (IAFF Health and Wellness Trust)	2026405	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns	IRS Tax Deposit	176,789.13
NWFFET Trust (IAFF Health and Wellness Trust) Total							176,789.13
Florida State Disbursement Unit	2026406	8/7/2026	Payroll 8/7/26	631.00.000.23150.231500.	Undistributed Payroll Deductns		
Florida State Disbursement Unit Total							
IRS - Payroll EFTPS							
IRS - Payroll EFTPS Total							

ADVICE REGISTER - SEMI MONTH

WARRANT: 260807 From: 07/16/2026 To: 07/31/2026

NAME	CHK #	NET PAY
AGFALVI, KIMBERLY	000004327	4,813.10
AHMED, HIND	000004328	4,589.51
BACHER, ANNE	000004329	3,164.42
BAILEY, MICHAEL	000004330	6,203.22
BARNET, RYAN	000004331	3,937.48
BATTLES, JASON	000004332	6,682.03
BEACH, LYLE	000004333	3,860.88
BENNETT, PHILIP	000004334	5,108.67
BERNI, SAMUEL	000004335	3,222.41
BETTS, JIMMIE	000004336	3,752.75
BLACK, MELINDA	000004337	4,146.41
BOSTICK, MAX	000004338	3,555.13
BOUTA, ANDREW	000004339	5,250.72
BROWN, CHRIS	000004340	4,624.87
BRUMFIELD, SAMANTHA	000004341	3,262.50
BUELNA, REBECCA	000004342	3,490.33
BUERGI, DANIEL	000004343	3,836.38
BURKE, DENA	000004344	5,607.04
BYRD, TYLER D	000004345	3,194.82
CHAMBLESS, MICHAEL	000004346	8,129.14
COOPER, JOHN	000004347	4,025.44
COTTON, CATHERINE	000004348	507.48
DALY, MICHELLE	000004349	3,239.52
DALZIEL, RYAN	000004350	3,605.68
DAVIS, RAMONA	000004351	5,027.92
DEWAR, MILES	000004352	2,627.95
ECKER, BRENDON	000004353	2,659.26
FLORIDA, HEATHER	000004354	3,053.36
FOUTS, JACOB T	000004355	3,954.55
FRY, PATRICK	000004356	4,854.93
GAMBLE, DYLAN	000004357	3,483.96
GEORGE, JASON	000004358	6,249.99
HAMLIN, JEFFREY	000004359	38,690.23
HARDER, SCOTT	000004360	3,171.03
HARRIS, DONALD	000004361	4,328.39
HAWK, DALTON	000004362	3,622.48
HEATH, GREGORY Q	000004363	3,017.70
HEBEL, RICHARD	000004364	3,011.20
HEDGER, MATTHEW	000004365	5,511.86
HENDERSON, KYLA	000004366	3,777.33
HENDRICKS, CORY	000004367	3,380.58
HOLLOWAY, BRYAN	000004368	507.48
HOLMES, THOMAS E	000004369	6,249.96
HOREJSI, GARY	000004370	4,469.61
HOYLA, KOBE	000004371	3,219.69
HUGHES, JENNIFER	000004372	3,958.76
JOHNSON, JOLYON M	000004373	557.51
JOHNSON, KIMBERLY	000004374	4,299.80
JONGEKRYG, ANDREW	000004375	3,063.18
KIRK, ALLISON	000004376	2,877.91
KNOWLES, KENNETH	000004377	3,659.61
LACROIX, LAFLECHE	000004378	4,871.79
LATHAM, ANDREW	000004379	3,586.45

ADVICE REGISTER - SEMI MONTH

WARRANT: 260807 From: 07/16/2026 To: 07/31/2026

NAME	CHK #	NET PAY
LATHROP, NICHOLAS S	000004380	4,194.85
LEHNER, ANDREA	000004381	6,761.66
LEMOINE, BLAKE	000004382	2,874.48
LIEBETRAU, MICHAEL	000004383	3,166.94
LOEHNDORF, SCOTT A	000004384	3,193.75
MACVICAR, NEIL S	000004385	3,667.55
MAINSTONE, BRIAN	000004386	3,666.98
MARKWARDT, KYLE	000004387	4,154.80
MAXFIELD, JAEGER	000004388	2,394.14
MAYHEW, JAMES	000004389	980.86
MCLEAN, ALEXANDER	000004390	1,370.17
MEADOWS, JOSEPH	000004391	4,252.94
MENDOZA-MARTINEZ, SUZETTE Y	000004392	1,588.80
MILLER, MATTHEW	000004393	4,172.22
MOATE, DANIEL	000004394	4,013.74
MORRISON, CHARLES	000004395	2,633.02
MURPHY, DANIEL	000004396	507.48
NEAL, RYAN	000004397	3,737.99
O'DONNELL, PETER A	000004398	3,601.64
O'NEIL, KERRY	000004399	3,117.85
OCEGUEDA, JUAN M	000004400	3,470.99
OLIVER, KATRINA	000004401	2,854.61
OROZCO, JORGE	000004402	3,232.82
ORRE, ASHLEY	000004403	2,754.16
OWENS, JACK T	000004404	2,706.43
PARKER, BENJAMIN T	000004405	2,744.70
PENA, AIDEN	000004406	1,137.56
PETER, MICHAEL	000004407	3,977.50
PHAM, THAI	000004408	3,503.47
QUADE, JOAN	000004409	2,897.82
RAMOS, DAMIAN	000004410	3,446.55
RASMUSSEN, ERIK	000004411	4,155.77
REN, JUSTIN	000004412	3,742.09
ROBLES, STEVEN	000004413	2,507.18
ROCKAFIELD, DYLAN	000004414	2,237.89
RUETER, ANYA	000004415	2,664.02
SANDIN, KEVIN	000004416	3,040.22
SCHANNAUER, WYATT	000004417	2,847.28
SCHUMANN, ZACHARY J	000004418	3,213.26
SHINN, TODD	000004419	4,383.05
SMITH, CHASE	000004420	4,876.24
SMITH, MARTHA	000004421	2,896.99
SNYDER, KEVIN	000004422	4,491.21
SPEARS, JOSEPH	000004423	3,619.81
STEWART, JAKE	000004424	2,165.47
TESTMAN, ANDRE	000004425	507.48
TOZIER, THERESA M	000004426	3,277.50
TREPTOW, ILYSE	000004427	3,502.05
VINING, ANDREW	000004428	4,702.02
VLADIS, DMITRIY	000004429	4,785.19
WALKER, JANNA	000004430	3,966.27
WASHINGTON, LOUIS R	000004431	407.48
WEISS, JASON	000004432	4,663.49

ADVICE REGISTER - SEMI MONTH

WARRANT: 260807 From: 07/16/2026 To: 07/31/2026

NAME	CHK #	NET PAY
WERRE, CHRISTOPHER	000004433	4,736.82
WEST, MATTHEW A	000004434	3,561.38
WESTMAN, JESSE	000004435	3,282.25
WIEBE, NICOLE	000004436	2,935.84
WILSON, CHRISTOPHER A	000004437	4,267.91
WOLFE, ALBERT R	000004438	3,138.78
WOTTON, ROBERT	000004439	357.48
Total Deposits: 113		435,265.29

** END OF REPORT - Generated by Ilyse Treptow **

