

NORTH SNOHOMISH COUNTY REGIONAL FIRE AUTHORITY

RESOLUTION NO. 12022025-02

A RESOLUTION REGARDING IMPLEMENTING PLAN FOR TRANSITIONING NON-EXEMPT ADMINISTRATION EMPLOYEES FROM INDIVIDUAL EMPLOYMENT AGREEMENTS

WHEREAS, NCRFA has traditionally entered into individual employment agreements for non-exempt Administration employees (i.e. employees working in Administration and eligible for overtime under state and federal laws); and

WHEREAS, due to the differences between some benefits and terms and conditions contained in the various employment agreements that have been executed over the years with Administration employees, the administration of such agreements has been technically challenging and administratively complex for the NCRFA's Human Resources and Payroll functions, a contributing factor to some errors recently identified during a systematic review of historical payroll; and

WHEREAS, the Governing Board has determined that replacing existing employment agreements with personnel policies containing a wage schedule, benefits and other terms/conditions of employment in effect, as newly established, or as amended by the Governing Board from time to time ("Administration Employee Policies") will reduce payroll and benefit errors, improve administrative efficiency, enable the use of technology to standardize employee administration activities, and enhance employee confidence in the accuracy of payroll, thereby furthering the interests of both the NCRFA and the affected employees; and

WHEREAS, replacing existing employment agreements for non-exempt Administration employees with the Administration Employee Policies requires existing employment agreements to terminate; and

WHEREAS, the Governing Board desires to provide a seamless option to minimize disruption to existing non-exempt Administration employees, allowing them to continue employment with the NCRFA under the Administration Employee Policies; and

I. General Recitals

WHEREAS, the Governing Board desires to provide direction and delegate authority to the Fire Chief to implement the transition of non-exempt Administration employees to from individual employment agreements to Administration Employee Policies.

NOW THEREFORE, after full consideration, the Governing Board resolves as follows:


1. The Fire Chief may offer, and enter into, agreements (“Transition Agreements”) with non-exempt Administration employees to terminate their existing employment agreements and, without a break in service, convert their employment to Administration Employment Policies terms of employment.
2. The Fire Chief shall ensure the Human Resources Director develops a template Transition Agreement for execution on behalf of NCRFA by the Fire Chief and by eligible non-exempt Administration employees consistent with the terms described in this Resolution. The Transition Agreement template shall be subject to legal review before submission to affected employees.
3. The following terms and conditions shall be included in all such Transition Agreements:
 - a. **Termination of Employment Agreement.** The employee and NCRFA mutually agree to a termination of the existing employment agreement (the “Termination Date”), which shall be no earlier than December 31, 2025 and no later than February 28, 2026.
 - b. **Non Represented Terms of Employment.** A statement that the non-exempt Administration employee’s continued employment with NCRFA will be governed by Administration Employee Policies on the day following each employee’s employment agreement Termination Date.
 - c. **Incentive Payment.** In lieu of any severance payment that may be applicable in an employment agreement, and to induce employee to accept continued employment with NCRFA under the Non Represented Terms of Employment, employee will receive an Incentive Payment equal to fifty percent (50%) of the severance payment that each employee would have received if their employment agreement were terminated without cause, calculated using the employee’s rate of pay as of December 31, 2025. For employees without severance payment in their employment agreements, the incentive payment shall be equal to one week of base pay as of December 31, 2025.
 - d. **Leave Banks.** Leave banks of non-exempt Administration employees accrued under existing employment agreements will remain intact for the employee’s use under applicable vacation and sick leave policies in effect or as may be adopted or amended, provided correct Vacation and/or Sick leave accrual balances prior to or after carryover remain subject to any adjustments deemed necessary as a result of the review undertaking during the separate Payroll Correction process.


- e. **Payment Date.** For non-exempt Administration employees who sign a Transition Agreement, NCRFA will issue payment for amounts due under the Transition Agreement with the payroll that is not more than 30 days following execution of the Transition Agreement.


- f. In the event that an employee does not execute the Transition Agreement the Fire Chief will ensure such fact is reported to the Governing Board by the Human Resources Director, to include recommendations on further proceedings.

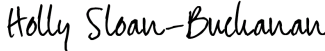
ADOPTED at a special meeting of the Governing Board of North Snohomish County Regional Fire Authority on December 2, 2025, the following Commissioners being present and voting.


NORTH SNOHOMISH COUNTY REGIONAL FIRE AUTHORITY


Signed by:

A23111091B944A7...
By: Rob Johnson
Its: Chair, Governing Board of Fire Commissioners


Signed by:

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By: Leonard Kelley
Its: Vice-Chair, Governing Board of Fire Commissioners

DocuSigned by:

F122408747394E9...
By: Marilyn Oertle
Its: Commissioner


Signed by:

224D0C70467E41F...
By: Holly Sloan-Buchanan
Its: Commissioner

Signed by:

34326E8D770740A...
By: Albert Schreiber
Its: Commissioner

DocuSigned by:

B029533583D54A8...
By: Ric Cade
Its: Commissioner

DocuSigned by:

F493DE589799431...
By: Greg Oakes
Its: Commissioner

ATTEST:

DocuSigned by:

86BD432E5EE5466...
By: Kari Wheeler
Its: Board Secretary