



SPECIAL JOINT BOARD MEETING AGENDA

CENTRAL PIERCE FIRE & RESCUE
GRAHAM FIRE & RESCUE
ORTING VALLEY FIRE & RESCUE

Date: November 3, 2025

Place: In-Person / South Hill Business & Technology Center/ Central Pierce Fire & Rescue
Virtual / (Visit www.centralpiercefirerescue.org for instructions to join webinar)

- 1015 39th Avenue SE, STE 120 – Puyallup, WA 98374
- **Webinar ID:** 815 4923 8623
- **Passcode:** 586333

Time: 6:00 p.m.

For citizens that are present in the audience, please sign in if you would like to address the Board and you will be given 3 minutes to present during Public Comment. Citizens attending virtually that wish to address the Board during Public Comment use the "raise hand" feature on the webinar. Statements or comments for the record may be submitted to emcinnis@centralpiercefirerescue.org by 4:00pm meeting day.

1. CALL TO ORDER

A. Roll Call – District Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

A. **Pg. 1:** Agenda

4. PUBLIC COMMENT (For items not specifically listed on the Agenda.)

5. UNFINISHED BUSINESS

A. **Pg. 2:** SOG Update Discussion – Chief Morrow

- **Presented to:** Joint Board

6. 2026 BUDGET PRESENTATION II

A. **Pg. 27:** District Revenue Overview – Director Robacker

- **Presented to:** Joint Board

7. COMMISSIONER COMMENTS

8. ADJOURNMENT



Board Meeting Agenda Item Summary

Agenda Date: November 3, 2025

Item Title: SOG Update Discussion

Attachments: SOG's 2.14, 2.34, 4.10, and 4.35

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☒ For information only
- ☐ Other: _____

SUMMARY:

Four Standard Operating Guidelines have been updated to reflect the actual Collective Bargaining Agreement Language, or the intent of the Collective Bargaining Agreement that was ratified in 2024 and implemented on January 1, 2025.

As requested by the Board, Staff would like to discuss these Standard Operating Guidelines ahead of implementing them. The four Standard Operating Guidelines are:

SOG 4.35- Field Operations Division Staffing

SOG 4.10- Special Teams

SOG 2.34- Paramedic Classification, Vacancies, Promotions & Shift Transfers

SOG 2.14- PTOSN, STD & Sick Leave Notification

Physical documents will be available for review during the discussion.



Central Pierce Fire & Rescue

Standard Operating Guidelines Summary

SOG 2.14 Personal Time Off–Short Notice (PTOSN), Short-Term Disability (STD), and Sick Leave Notification

- Administered through the HR Director, establishes consistent procedures for PTOSN, STD, and Sick Leave.
- STD: Wage replacement for medically documented illness or injury requiring extended leave.
- PTOSN: For minor ailments; documentation may be required if usage patterns warrant.
- Sick Leave: For non-uniformed personnel to cover personal medical needs.
- 24-hour shift personnel call before 8 p.m. or between 5:30–6 a.m.; day-shift employees notify at least one hour prior.
- Pay code changes must be requested within 30 days to HR.

SOG 2.34 Paramedic Classification, Vacancies & Shift Transfers

- Administered by the Deputy Chief of Emergency Services and HR Director.
- Paramedic commitment: three-year minimum service.
- Vacancies filled 14–30 days in advance.
- Voluntary transfers by seniority; involuntary by reverse seniority.
- Voluntary transfers forfeit prior leave; involuntary may carry over adjacent PTOS days.
- Must not affect minimum staffing (SOG 4.35).

SOG 4.10- Special Teams

- Administered by the Deputy Chief of Emergency Services.
- Minimum Staffing: Each team (36 members) maintains six on-duty technicians.
- Member Obligations: 60-month service commitment, NFPA-compliant certification within 18 months, and annual physical/skills maintenance.
- Vacancies: Filled by seniority among qualified members; if none accept, the District may assign and train a qualified employee.

SOG 4.35 Emergency Services Response Staffing

- Administered by the Deputy Chief of Emergency Services.
- Minimum Staffing: At least 100 response personnel daily, including all required ranks.
- Unassigned personnel are bid to 4th positions on heavy apparatus.
- Scheduled PTOS Leave requires 10 shifts per member, 6 shifts required OT coverage.
- Up to 30 PTOS slots per shift; mandatory OT only for maintaining minimum staffing.
- Unassigned personnel can be utilized outside of 6 shift parameters, then callback lists activated.
- Right of First Refusal (outside of 6 shifts) clarified.
- AD Hoc PTO Leave allows 11 shifts per member, only filled member to member, no mandatory.
- Trade Time parameters updated.
- Call Back Lists updated.
- Max 48 hours continuous with 24-hour rest; annual cap 1,920 hours of overtime allowed.

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINE
NUMBER 2.14

ORIGINATED: October 25, 2004

APPROVED: November 3, 2025

EFFECTIVE: November 4, 2025

SUBJECT: PERSONAL TIME OFF – SHORT NOTICE (PTOSN), SHORT-TERM DISABILITY (STD), and SICK LEAVE NOTIFICATION

PURPOSE: To establish a uniform system for notification of PTOSN, STD, and SICK LEAVE use.

AUTHORITY & RESPONSIBILITY:

The Human Resources Director is responsible for the interpretation, administration, and enforcement of this policy.

POLICY: It is the responsibility of the employee to notify the District when PTOSN, STD or SICK LEAVE must be used. The absolute deadline for calling out is two hours prior to the start of the employee's shift. The employee must give the estimated length of absence, and provide a callback contact number.

DEFINITIONS:

- I. **Short Term Disability (STD)** - A wage replacement benefit provided to uniformed employees who are unable to perform their job duties due to a qualifying illness or injury that results in a continuous, lengthier absence from work. STD is designed to support employees during medically documented health conditions that extend beyond typical, short-term ailments. Examples of short-term illnesses not eligible for STD include colds, minor viruses, or other transient illnesses.
- II. **Paid Time Off – Short Notice(PTOSN)** - refers to the use of Paid Time Off (PTO) for unscheduled absences due to **minor, short-term illnesses or discomforts** that do not meet the threshold for Short Term Disability (STD). Examples include, but are not limited to, colds, headaches, mild stomach upset, or other non-disabling conditions. This benefit is limited to uniformed personnel.
- III. **Sick Leave** – a benefit provided to non-uniformed personnel and is for time off needed including employee's own injury or illness, or for their own medical, dental or vision appointments. When an employee utilizes sick leave, they must notify their supervisor immediately. Refer to the appropriate collective bargaining agreement (represented personnel) or SOG's (non-represented personnel) for more specifics on the available options for use of sick leave.

PROCEDURE:

I. EMPLOYEE RESPONSIBILITIES

A. Personnel assigned to 24-hour shifts should use the following process for notification.

1. Call 253-410-2831 prior to 8:00 pm the night prior for PTOSN or STD usage or between 5:30 am — 6:00 am the day of PTOSN or STD usage and leave a message.

- a. The following information must be provided to the call taker or left as a voicemail:

- i. Name
- ii. Type of leave (PTOSN or STD) being requested.
- iii. Estimated time on PTOSN or STD.
- iv. A phone number where you can be reached while on PTOSN or STD.

2. The District Chief will enter PTOSN in Telestaff and will send an email to the employee outlining the appropriate use for each type of leave. The employee must give written notice (email) to Human Resources within 30 days of the date of leave to request a change in pay code from PTOSN to STD, L&I, or FMLA adjustments as appropriate.

B. Personnel assigned to day-shift uniformed positions or non-uniformed personnel can contact their supervisor via phone:

1. Call or text the supervisor's department issued phone prior to 8 p.m. the day before or at least one hour prior to the employee's normally scheduled shift the day of PTOSN, STD or SICK LEAVE usage.

- a. The following information must be provided to the supervisor or if the supervisor is not available leave a voicemail:

- i. Name
- ii. Type of leave being requested.
- iii. Estimated time on PTOSN, STD or SICK LEAVE.
- iv. A phone number where you can be reached while on PTOSN, STD or SICK LEAVE.
- v. For uniformed and non-uniformed day-shift personnel, the employee must enter their own PTOSN, STD or SICK LEAVE in Telestaff.

- vi. Uniformed day-shift personnel must give written notice (email) to Human Resources within 30 days of the date of leave to request a change in pay code from PTOSN to STD, L&I, or FMLA adjustments as appropriate.
- vii. Non-Uniformed personnel must give written notice (email) to Human Resources within 30 days of the date of leave to request a change in pay code from Vacation to Sick Leave, L&I, or FMLA adjustments as appropriate.

II. DISTRICT CHIEF/SUPERVISOR RESPONSIBILITIES

- A. While the employee is on PTOSN, STD or SICK LEAVE use the phone number provided to make contact to confirm information or get additional information if not provided.
- B. If PTOSN, STD or SICK LEAVE is for a job-related injury, have the employee fill out a CPFR accident/injury form. If the employee is filing an L&I claim have the employee contact Human Resources.
- C. For 24-hour shift personnel, enter time as PTOSN in Telestaff and send an email to the employee outlining the appropriate use for each type of leave. The employee must give written notice (email) to Human Resources within 30 days of the date of leave to request a change in pay code from PTOSN to STD, L&I, or FMLA adjustments as appropriate.

III. SHORT-TERM DISABILITY (STD) AND SICK LEAVE MANAGEMENT

- A. Use of STD for minor health concerns such as the common cold, mild flu, or non-disabling discomfort is not permitted under this policy and may result in progressive discipline.
- B. PTOSN is intended to provide employees the flexibility to rest and recover from minor ailments without requiring medical documentation. However, The Fire Chief or designee may require documentation from a licensed medical provider if there are patterns of absence or excessive or inappropriate use of PTOSN/PTOSB.
- C. The Fire Chief or designee may require a certification of an employee's usage of STD or SICK LEAVE after the employee misses three (3) consecutive working days or if there is a pattern of leave usage.

- D. If it is determined that an employee utilized STD or SICK LEAVE for an ineligible purpose, the sick leave will be recoded to come from the appropriate leave bank or potentially leave without pay, and corrective action may be warranted.

APPROVED:

DUSTIN MORROW
FIRE CHIEF

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINE
NUMBER 2.34

ORIGINATED: October 30, 2013

APPROVED: November 3, 2025

EFFECTIVE: November 4, 2025

SUBJECT: PARAMEDIC CLASSIFICATION, VACANCIES, & SHIFT TRANSFERS

PURPOSE: To outline the Paramedic Classification requirements and utilize a standard procedure for conducting station or shift transfers outside of traditional station/shift bids.

AUTHORITY & RESPONSIBILITY:

The Deputy Chief of Emergency Services and the Human Resources Director have the authority and responsibility to ensure the parameters of this SOG are followed.

POLICY: The following outlines the commitment periods for Paramedics, and defines the process of moving stations or shifts for all personnel, when necessary.

PROCEDURE:

I. PARAMEDIC CLASSIFICATION

- A. Individuals that hired as Paramedics (Entry or Lateral), or who are selected for Paramedic School, and who become certified as a Paramedic with the District will be deemed "classified" as a Paramedic.
- B. Upon being classified or becoming certified as a Paramedic, the individual will serve as a Paramedic for the District as outlined below:
 - 1. Hired as a Paramedic
 - a) Three (3) years from the end of their probationary period.
 - 2. Personnel sent to Paramedic School
 - a) Three (3) years from date of certification by the Department of Health
 - 3. Based on District need, and as determined through labor/management, personnel hired as a Firefighter/EMT, and who has or obtains their Paramedic license not sponsored by the District:
 - a) Three (3) years from date they are approved to practice in Pierce County.
- C. A classification to Paramedic, and the subsequent unit assignment, will be based on District need.

- D. After the 36-month period, a Paramedic may choose to maintain the certification, but will be released from the requirement to be assigned to a District ALS unit. This “release” must not compromise the minimum staffing requirements of SOG 4.35- *Operations Division Staffing*
- E. Should the Paramedic choose to “drop” the certification, they must revert to an EMT Basic.

II. KNOWN VACANCY / PROMOTION - UNIFORMED REPRESENTED

- A. 14 to 30 days ahead of a planned promotion or known vacancy, the District will initiate the process to promote or fill the vacancy and identify the necessary shift transfers as outlined below.
 - 1. All promotions (temporary or permanent) shall be based upon the active promotional list for the given rank, and in the order of rank on the list. If no valid list exists, reference current CBA language.
 - 2. Minimum Staffing – Transfers laterally, and not due to promotion, cannot negatively impact minimum staffing. i.e. Paramedics assigned to Medic Units cannot bid 3rd FF or 4th FF, unless there is sufficient Paramedic staffing remaining on Medic units via voluntary transfer or involuntary transfer (reverse seniority of those qualified).
 - 3. Voluntary Transfer – Movement laterally within rank/classification and based upon those qualified. These transfers shall be filled based upon the highest seniority of those requesting transfer.
 - 4. Promotional Transfer – Any permanent vacancies resulting from the voluntary transfer process that remain vacant shall be filled based upon Rule 1 listed above.
 - 5. Involuntary Transfer – Any vacancies that remain on permanently deployed units, as outlined in SOG 4.35, or Day Shift Positions resulting from a promotional or voluntary transfer process shall be filled based upon reverse seniority of those qualified.
 - 6. Temporary Transfer – The District reserves the right to temporarily transfer employees based upon disciplinary, performance improvement related matters per policy 222 for a maximum of six (6) months.
 - 7. The Emergency Services Deputy Chief will create and communicate a “transfer order” via Special Order no later than fourteen (14) days before the effective transfer date.
 - 8. Transfer of employees between shifts will only occur on the 1st of the next month, unless there is an emergency need of the District.

- B. Transfer Orders will be the only method for changing Uniformed-Represented assignments to include schedule, work location, rank and other pay/benefit impacted movement.

III. LEAVE SELECTION MITIGATION FROM TRANSFER

- A. For personnel voluntarily changing shifts, the transferred employee shall vacate all selected leave on the shift they are leaving. Any leave that is filled by another employee will be cancelled, and that employee will be notified as part of the transfer process and will be allowed to select new PTO on any days that are under the 28 off per day cap.
- B. For personnel mandated to change shifts through an involuntary transfer, the transferred employee may transfer PTOS that was filled but cancelled to their new shift as follows:
 - 1. The day must be adjacent to a shift on which PTOS was previously scheduled and filled.
 - 2. Any additional PTO requests shall follow standard process.

IV. PERSONNEL CHANGING SHIFT TO DAYS OR DAYS TO SHIFT

- A. Personnel will change from the shift schedule to day shift, or vice versa, beginning on Sunday of that week.

APPROVED:

DUSTIN MORROW
FIRE CHIEF

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINE
NUMBER 4.10

ORIGINATED: July 9, 2023
APPROVED: November 3, 2025
EFFECTIVE: November 4, 2025

SUBJECT: SPECIAL TEAMS

PURPOSE: The purpose of this SOG is to identify the configuration and staffing of the District's Special Teams, and the requirements for individuals that become rostered on a District Special Team.

AUTHORITY & RESPONSIBILITY:

The Deputy Chief of Emergency Services has the authority and responsibility to ensure all District Members are familiar with and operate within the parameters of this Standard Operating Guideline.

POLICY: The District will train and operate its Special Teams in accordance with the corresponding WAC and generally in compliance with NFPA 1006, NFPA 1670, NFPA 1072, and NFPA 472.

PROCEDURE:

I. RECOGNIZED TEAMS:

- A. A thirty-six (36) person Technical Rescue Team with a minimum on duty staffing of six (6). Rescue Technicians between Rescue 66, Medic 66, and Engine 91. Chief Officers should prioritize, when possible, three (3) technicians each on Rescue 66 and Engine 91.
- B. A thirty-six (36) person Hazardous Materials Team with a minimum on duty staffing of six (6) Haz-Mat Technicians between Engine 63, Medic 63 and Engine 95. Chief Officers are to prioritize, when possible, three (3) technicians each on Engine 63 and Engine 95.
- C. A thirty-six (36) person Water Rescue Team with a minimum on duty staffing of six (6) between Engine 40, Medic 40 and Engine 71. Chief Officers are to prioritize, when possible, three (3) water rescue technicians each on Engine 40 and Engine 71.
- D. Specialty Team Members will be expected to rotate to their respective Specialty Team Apparatus, when necessary, to maintain minimum on duty staffing.

II. SPECIAL TEAM PAY:

- A. Individuals that successfully bid a Special Teams position will be rostered on the special team at the time they fill the actual assignment.
- B. Once an individual is rostered they will be entitled to collect the current Special Teams premium pay that is listed in the current Local 726 Collective Bargaining Agreement.

III. REQUIRED TRAINING & CERTIFICATION:

- A. Technical Rescue Team members will be required to complete technician-level training consistent with NFPA 1006 and NFPA 1670 for Rope Rescue, Structural Collapse Rescue, Confined Space Rescue, Vehicle & Machinery Rescue, and Trench Rescue. Should a member transfer to the team without the pre-requisite training, initial training and certification must be completed within 18 months of the team member being placed on the team roster.
- B. Water Rescue Team members will be required to complete technician-level training consistent with NFPA 1006 and NFPA 1670 for Surface Water Rescue, Swift Water Rescue, and Watercraft Rescue. Should a member transfer to the team without the pre-requisite training, initial training and certification must be completed within 18 months of the team member being placed on the team roster.
- C. Hazardous Materials Team members will be required to complete technician-level training consistent with NFPA 1072 and NFPA 472 for Hazardous Material Operations. Should a member transfer to the team without the pre-requisite training, initial training and certification must be completed within 18 months of the team member being placed on the team roster.
- D. All team members, regardless of team or discipline, will maintain skill competency by completing annual ongoing training as outlined by the Performance Directorate/Training Division.
- E. While on shift, the District will make available adequate initial and ongoing training available to all team members annually.
- F. Should a team member not complete certification within the initial 18-month time period, or maintain ongoing training, they will be removed from the team.
- G. Special circumstances that may have hampered the individual's compliance will be reviewed on a case-by-case basis and be resolved through normal labor/management pathways.

IV. SPECIAL TEAM PHYSICALS:

- A. Special Team Members will be required to complete a Special Teams baseline and annual physicals consistent with the requirements of NFPA 1582. This physical will be provided by the District.
- B. Special Team Members must be deemed "fit" in accordance with the requirements

for Special Team Members as stated in NFPA 1582. Should a member not be deemed "fit," the District will work with Local 726 and the individual to develop a health and fitness plan that may allow the individual to remain a Special Team Member.

- C. When a member leaves the team, they must complete an exit physical within Ninety (90) days of the last day of the team assignment.

V. TERM OF SPECIAL TEAM SERVICE:

- A. Special Team Members that have completed their technician-level training are expected to provide sixty (60) months of special team service from the time of roster.
- B. For those individuals that may not be able to complete sixty (60) months of service, the District and Local 726 will convene to assess the circumstances on a case-by- case basis.
- C. For individuals that promote and move off the rostered team, they will no longer receive their specialty team pay.

VI. FILLING SPECIAL TEAM VACANCIES:

- A. Special Team Vacancies will be processed in accordance with SOG 2.34 where transfer will be given first to those members within that rank who hold the required trainings/education for the discipline, by seniority. Should no qualified individual accept the position, one of two things will happen:
 - 1. the District will place a qualified person; if there are none, then
 - 2. it will default to seniority and the District will train the person with the disciplines.
- B. The District shall not skip over eligibility list candidates without training in the discipline.

APPROVED:

DUSTIN MORROW
FIRE CHIEF

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINE
NUMBER 4.35

ORIGINATED: June 15, 2019
APPROVED: November 3, 2025
EFFECTIVE: November 4, 2025

SUBJECT: EMERGENCY SERVICES RESPONSE STAFFING

PURPOSE: To define the standard expectation for staffing emergency response units throughout the District, managing operational surge capacity, and the filling of vacancies. SOG 4.35 also serves as the primary Labor Management process to fulfill the collective efforts towards minimum staffing. As such, it is meant to be dynamic and kept current as authorized Operations FTE counts increase or decrease.

AUTHORITY & RESPONSIBILITY:

The Deputy Chief of Emergency Services has the full authority and responsibility to carry out the expectations of this SOG.

POLICY: It is the intent of Central Pierce Fire & Rescue to maintain a standard level of on-duty staffing to always provide for an efficient and effective all-hazard response throughout the District.

PROCEDURE:

I. DEFINITIONS:

- A. **HOLDOVER**- any overtime that results in the extension of a regularly assigned shift, whether before or after a shift, shall be paid for actual time worked rounded to the highest fifteen (15) minute increment.
- B. **MAXIMUM CONSECUTIVE HOURS WORKED**- Shift employees shall not work more than forty-eight (48) hours straight and are then required to take a twenty-four (24) hour break.
- C. **MAXIMUM ANNUAL OVERTIME HOURS WORKED**- Shift employees shall not work more than one-thousand, nine-hundred and twenty (1,920) hours annually overtime on response apparatus.
- D. **SHIFT STAFFER**- a Field Operations member responsible for staffing tasks on their assigned shift.
- E. **STAFFING COORDINATOR**- a Field Operations member responsible for the operation of the District's staffing software in a back-up capacity to the staffing officer. The Staffing Coordinator reports to the Staffing Officer and manages tasks that are

beyond the expectation of the Shift Staffers.

- F. **STAFFING OFFICER-** a Field Operations member that is responsible for the operation of the District's staffing software, the maintenance of routine staffing, and the various operational processes that are linked between Field Operations, Human Resources, and Finance.
- G. **District Recognized Work Schedules-** the District recognizes three work schedules that include A through D (shift schedule), E through F (peak schedule), and G (day schedule). The shift schedule commences at 0800 and is for one consecutive 24-hour on duty period followed by 72 hours off duty. The peak schedule commences at 0800 and is for three consecutive 12-hour on duty periods followed by 3 consecutive 12-hour periods off duty. The day schedule is based upon district need and is either 4/10s or 5/8's, excluding Saturday and Sunday.

II. DISTRICT MINIMUM STAFFING LEVELS:

- A. The minimum daily staffing level shall not be less than 100 emergency response personnel during a 24-hour shift and peak shifts.
- B. The makeup of the shift shall be:
 - 1. One (1) District Chief, or qualified individual working as a District Chief.
 - 2. Four (4) Battalion Chiefs, or qualified individuals working as Battalion Chiefs.
 - 3. Twenty-Three (23) Company Officers, or qualified individuals working in the capacity of a Company Officer, one each on all Engine Companies, Truck Companies, Rescue 66, Medic 62, and Medic 43.
 - 4. There shall be two (2) MSOs one each on MSO 62 and MSO 67.
 - 5. Twenty-One (21) Apparatus Operators, or qualified individuals working in the capacity of an Apparatus Operator, one (1) each on all Engine Companies, Truck Companies, and Rescue 66.
 - 6. Thirty-Six (36) Firefighter/EMT's, one (1) on each on all Engine Companies, Truck Companies, Rescue 66, and Medic Companies.
 - 7. Thirteen (13) Firefighter/Paramedic's, one each on all Medic Companies.
 - 8. Based upon available staffing, additional personnel of all ranks (Firefighter through Captain) may be assigned as the Firefighter 2 position on heavy

assets (Engine Companies, Truck Companies, and Rescue 66), allowing units to be four-person staffed whenever possible.

- C. The District will also staff and deploy Specialty Teams. The team's strength and minimum staffing is:
1. A thirty-six (36) person Technical Rescue Team with a minimum on duty staffing of six (6). Rescue Technicians between Rescue 66, Medic 66, and Engine 91. Chief Officers should prioritize, when possible, three (3) technicians each on Rescue 66 and Engine 91.
 2. A thirty-six (36) person Hazardous Materials Team with a minimum on duty staffing of six (6) Haz-Mat Technicians between Engine 63, Medic 63 and Engine 95. Chief Officers are to prioritize, when possible, three (3) technicians each on Engine 63 and Engine 95.
 3. A thirty-six (36) person Water Rescue Team with a minimum on duty staffing of six (6) between Engine 40, Medic 40 and Engine 71. Chief Officers are to prioritize, when possible, three (3) water rescue technicians each on Engine 40 and Engine 71.
 4. Specialty Team Members will be expected to rotate to their respective Specialty Team Apparatus, when necessary, to maintain minimum on duty staffing.
 5. Unassigned special team personnel on each shift shall be assigned to cover leave spots prior to awarding overtime.

III. LEAVE SLOTS:

- A. Every attempt should be made to keep vacancies to a minimum and staffing at maximum levels. As such, there shall be allowed up to thirty (30) scheduled leave slots per shift for the Firefighters Bargaining Unit Members. These leave slots only apply to scheduling LV PTO Scheduled (PTOS).
- B. SCHEDULED PTO LEAVE (PTOS/OTPTOS):
1. ROUND #1 - By seniority, each Bargaining Unit Member is to place 240 hours of Scheduled PTOS leave in TeleStaff in full shifts by September 30th. If the 30 leave slots per shift are exceeded, the Firefighter Bargaining Unit Member will need to pick an alternate PTOS leave day to satisfy their 240 scheduled hours off. The 30 leave slots per shift include the 24-hour shifts (A,B,C,D) within the Firefighter bargaining unit. Once each Bargaining Unit Member has placed their 240 hours of

Scheduled PTOS Leave, the selected dates may not be altered by the Member except in the case of FMLA or PFML leave, either current or upcoming in the year.

- a) Bargaining Unit Members who have officially declared a retirement date occurring in the following calendar year shall schedule no more than their pro-rated, contractually earned PTO hours for Round #1, if that amount is less than 240 hours (ten shifts), as outlined in the Collective Bargaining Agreement.
 - b) Paramedic students will not be allowed to bid any PTOS in the fall for the following year when they are in Paramedic school.
- 2. ROUND #2 - OTPTOS Working in your own position on OT. After a member has completed ROUND #1 if they so choose, may work up to six (6) (144 hours) of their own previously selected PTOS by making themselves available for OT. Outside of call back list status, this is the only time a member can work their own scheduled time. If a member does not pick their own six (6) shifts (144 hours) to work, they must pick six alternate shifts to work within this round.
 - 3. For any remaining unfilled spots after Round #2, unassigned personnel will fill the remaining vacancies where possible.
 - 4. All additional overtime not identified in Round #1 or Round #2 moves to the automated callback lists.
 - 5. When a member switches shift mid-year their remaining hours of PTOS will be assigned to an adjacent shift. The 30-off max will not apply.
 - 6. Employees hired mid-year will not be allowed to schedule PTO in that calendar year. They will be allowed to schedule their PTO days beginning the next calendar year.

C. AD HOC PTO LEAVE (PTOAH/OTPTOAH):

- 1. Each Bargaining Unit Member may place their remaining 264 hours of LV PTO Ad Hoc (PTOAH) leave into Tele-Staff at any point after ROUNDS #1 and #2 are completed.
- 2. Tele-Staff will automatically fill Ad Hoc PTOAH leave through the District at large.

3. Ad Hoc PTOAH leave is not guaranteed time off. Bargaining Unit Members must cover for Bargaining Unit Members. The District will not “mandatory” nor utilize secondary filling lists for Ad Hoc PTOAH leave.

D. PTO SHORT NOTICE, STD LEAVE AND OTHER LEAVE:

1. Bargaining Unit Members must contact the on-duty District Chief by phone 253- 410-2831 (between the hours of 0600-2200) to have their leave placed in TeleStaff. The District Chief will utilize automated filling procedures to fill the vacancy and then “mandatory” if unfilled.
2. All short notice time off will be entered by the District Chief as PTOSN. If a member chooses to use STD they may convert the leave by contacting HR within 30 days.

E. TRADE TIME (TTL/TTW):

1. Trade Time is a form of leave that exists “member to member” and is not part of any scheduled or unscheduled leave.
2. No three-way trades will be allowed.
3. The seat pay will remain with the person taking TTL.
4. Trade Time will be on a “like for like” arrangement – within rank/classification without impacting specialty team minimums.
5. Recruit and Probationary firefighters are not eligible for Trade.
6. Personnel on FMLA, Disability, L&I and PFML will have scheduled Trade Times rescinded within the identified leave period, until such time as the above- mentioned leave is resolved.
7. Personnel assigned to light duty are not eligible to trade with other light duty personnel.
8. A member working trade must use leave if they are unable to work.
9. Trade Time is limited to twelve (12) trades per quarter.

IV. OVERTIME ELIGIBILITY:

- A. Members who are on PTOSN or STD, are not eligible to accept new

overtime until they work their regularly assigned shift and will be placed as unavailable in TS. In the case of FMLA for leave related to their own serious injury or illness, they are not eligible for overtime until a full duty release to work is in effect.

- B. Members already scheduled for overtime are not eligible for another overtime opportunity if the hours overlap.
- C. Members cannot work overtime if it places them more than 48 continuous work hours without a 24-hour break in the work cycle.
- D. When assigned to shift, new personnel will be placed at the bottom (in hours) of the overtime eligibility lists they qualify for.
- E. Recruit Firefighter's are not eligible for shift overtime.
- F. Members on light duty are not eligible to work shift overtime.
- G. Non-minimum staffed shift positions (day shift, light duty unit, paramedic students, paramedic apprentice, etc.) are not eligible to work their own OT and the leave will not be filled with OT.

V. OVERTIME/MANDATORY CALL BACK:

- A. The District operates a callback system within its staffing software. The premise within the callback procedures is a rank/qualifications-based system.
- B. The system will host overtime opportunities and call back lists that align with the intent of this SOG:
 - 1. Each employee eligible to work overtime is responsible for setting their availability to work. Default is unavailable for overtime unless Available is selected within TeleStaff.
- C. Every Bargaining Unit Member that is qualified to work the line shall work 144 hours of peak/shift overtime per calendar year.
- D. For callback, all members will be called back, and overtime filled, based upon where members qualify in each of the callback lists, and by the number of hours they hold within the lists. The callback list will start with the lowest hour available person with the intention to call back the lowest hour person whenever possible.
- E. Mandatory overtime assignments will only be used for leave time that is guaranteed or vacancies that need to be filled for minimum staffing.
- F. Reasons to refuse mandatory overtime shall include those

valid for FMLA use, bereavement leave, military leave and emergency leave.

- G. Until a shift is filled using the overtime/callback procedures, a qualified employee previously on-duty with the least seniority at the affected station will work until relieved.

VI. CALL BACK LISTS: (promotional list- must be qualified to promote)

District Chief Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|-------------------------------|---------------------------------------|---------------------------------------|
| AVAIL District Chief Assigned | AVAIL District/Division Chief | AVAIL District Chief Assigned |
| AVAIL District/Division Chief | AVAIL Battalion Chief | AVAIL District/Division Chief |
| AVAIL Battalion Chief | | AVAIL Battalion Chief |
| | MAND District/Division Chief On Duty | |
| | MAND District/Division Chief Off Duty | MAND District/Division Chief On Duty |
| | | MAND District/Division Chief Off Duty |

Battalion Chief Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|--|--|--|
| AVAIL Battalion Chief Assigned | AVAIL Battalion Chief | AVAIL Battalion Chief Assigned |
| AVAIL Battalion Chief | AVAIL District/Division Chief | AVAIL Battalion Chief IS |
| AVAIL District/Division Chief | AVAIL Battalion Chief Promotional List | AVAIL Battalion Chief OOS |
| AVAIL Battalion Chief Promotional List | MAND Battalion Chief On Duty | AVAIL District/Division Chief |
| | MAND Battalion Chief Off Duty | AVAIL Battalion Chief Promotional List |
| | | MAND Battalion Chief On Duty IS |
| | | MAND Battalion Chief On Duty OOS |
| | | MAND Battalion Chief Off Duty |

Company Officer Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|--------------------------------|--------------------------------------|-----------------------------------|
| AVAIL Company Officer Assigned | Placement of Unassigned Personnel | Placement of Unassigned Personnel |

| | | |
|--|--|--|
| AVAIL Company Officer | AVAIL Company Officer | AVAIL Company Officer Assigned |
| AVAIL Company Officer Promotional List | AVAIL Company Officer Promotional List | AVAIL Company Officer IS |
| | MAND Company Officer On Duty | AVAIL Company Officer OOS |
| | MAND Company Officer Off Duty | AVAIL Company Officer Promotional List |
| | | MAND Company Officer On Duty IS |
| | | MAND Company Officer On Duty OOS |
| | | MAND Company Officer Off Duty |

Apparatus Operator Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|---|---|---|
| AVAIL Apparatus Operator Assigned | Placement of Unassigned Personnel | Placement of Unassigned Personnel |
| AVAIL Apparatus Operator | AVAIL Apparatus Operator | AVAIL Apparatus Operator Assigned |
| AVAIL Apparatus Operator Promotional List | AVAIL Apparatus Operator Promotional List | AVAIL Apparatus Operator IS |
| | MAND Apparatus Operator On Duty | AVAIL Apparatus Operator OOS |
| | MAND Apparatus Operator Off Duty | AVAIL Apparatus Operator Promotional List |
| | | MAND Apparatus Operator On Duty IS |
| | | MAND Apparatus Operator On Duty OOS |
| | | MAND Apparatus Operator Off Duty |

Paramedic Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|--------------------------------------|--|--------------------------------------|
| AVAIL Firefighter Paramedic Assigned | Placement of Unassigned Personnel | Placement of Unassigned Personnel |
| AVAIL Firefighter Paramedic | AVAIL Firefighter Paramedic | AVAIL Firefighter Paramedic Assigned |
| AVAIL AO Paramedic | AVAIL Apparatus Operator Paramedic | AVAIL Firefighter Paramedic IS |
| AVAIL Company Officer Paramedic | AVAIL Company Officer Paramedic | AVAIL Firefighter Paramedic OOS |
| | Move any Paramedic from non- transport unit & backfill that unit | AVAIL Apparatus Operator Paramedic |
| | MAND Firefighter Paramedic On Duty | AVAIL Company Officer Paramedic |

| | | |
|--|---|--|
| | MAND Apparatus Operator/Paramedic On Duty | Move any Paramedic from non- transport unit & backfill that unit |
| | MAND Company Officer/Paramedic On Duty | MAND Firefighter Paramedic On Duty IS |
| | MAND Firefighter Paramedic Off Duty | MAND Firefighter Paramedic On Duty OOS |
| | | |
| | | MAND Apparatus Operator/Paramedic On Duty |
| | | MAND Company Officer/Paramedic On Duty |
| | | MAND Firefighter Paramedic Off Duty |

Firefighter Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|----------------------------|--------------------------------------|-----------------------------------|
| AVAIL Firefighter Assigned | Placement of Unassigned Personnel | Placement of Unassigned Personnel |
| AVAIL Firefighter | AVAIL Firefighter | AVAIL Firefighter Assigned |
| AVAIL AO | AVAIL Apparatus Operator | AVAIL Firefighter IS |
| AVAIL Company Officer | AVAIL Company Officer | AVAIL Firefighter OOS |
| | MAND Firefighter On Duty | AVAIL Apparatus Operator |
| | MAND Firefighter Off Duty | AVAIL Company Officer |
| | | MAND Firefighter On Duty IS |
| | | MAND Firefighter On Duty OOS |

DFM, Investigator Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|--------------------|--------------------------------------|--------------------|
| AVAIL DFM Assigned | AVAIL DFM | AVAIL DFM Assigned |
| AVAIL DFM | MAND DFM On Duty | AVAIL DFM |
| | MAND DFM Off Duty | MAND DFM On Duty |
| | | MAND DFM Off Duty |

MSO Call Back List

| PTO Ad Hoc (PTOAH) | PTO Short Notice (PTOSN), STD, Other | PTO Bid (PTOS) |
|--------------------|--------------------------------------|--------------------|
| AVAIL MSO Assigned | AVAIL MSO | AVAIL MSO Assigned |

| | | |
|--|--|--|
| AVAIL MSO | AVAIL Company Officer Paramedic | AVAIL MSO IS |
| AVAIL Company Officer Paramedic | AVAIL Company Officer Paramedic Promotional List | AVAIL MSO OOS |
| AVAIL Company Officer Paramedic Promotional List | MAND MSO On Duty | AVAIL Company Officer Paramedic |
| | MAND Company Officer Paramedic On Duty | AVAIL Company Officer Paramedic Promotional List |
| | MAND MSO Off Duty | MAND MSO On Duty IS |
| | | MAND MSO On Duty OOS |
| | | MAND Company Officer Paramedic On Duty |
| | | MAND MSO Off Duty |

VII. DISCRETIONARY PRE-AUTHORIZED OVERTIME:

- A. Members shall obtain pre-approval for discretionary overtime not associated with minimum staffing (i.e., collateral duties, public education, off duty training, etc.) by the appropriate supervisor.
 1. Pre-authorized overtime is overtime authorized in writing (electronic notification qualifies for "authorization in writing").
 2. Pre-authorized overtime shall be approved in quarter hour increments.
 3. Individuals are to communicate their pre-authorized overtime to the staffing officer and the staffing officer revises/processes/approves the overtime.
 4. There must be a note in the staffing software that includes a brief reason, class title or event name and the supervisor who authorized the overtime.

VIII. NOTIFICATION OF OVERTIME OPPORTUNITIES

- A. The purpose of filling vacancies is to maintain minimum staffing levels, and to distribute overtime in a manner that is fair and equitable to all members, while minimizing expense to the District.
- B. Outside of PTOS, when overtime is available, Employees shall be notified using the District's staffing software, a paging system, or manually by the Shift Staffer, Staffing Coordinator, Staffing Officer, Battalion Chief or District Chief.

- C. Members must provide the District with a text capable cell phone number and or an email address where they would like to be notified of overtime opportunities.

IX. CANCELLING LEAVE OR CANCELLING ACCEPTED OVERTIME POSITIONS

- A. Once Bid PTO Time (PTOS) is filled with OT, the employee accepting the overtime cannot remove the overtime, and they are responsible to work the shift.
- B. Once Ad Hoc PTO (PTOAH) is filled with OT, the PTO time off is guaranteed. The employee accepting the overtime cannot remove the overtime, and they are responsible to work the shift.
- C. If leave is cancelled, and the vacancy has been filled by overtime, the District does not authorize the overtime to remain.
- D. Any change to OT should be directed to the District Chief.

X. CALLING PERIODS

A. HIRING FOR TODAY

- 1. Auto Hire runs from 0600-0700 each day. If vacancy is created mid shift, District Chief must launch Auto Hire using the correct call back list for the vacancy created.
- 2. TeleStaff will cycle through the call back list contact, moving to the next contact each minute.
- 3. TeleStaff will only make one attempt at contact in order of the list until filled or the list exhausts.
- 4. Telestaff will allow a thirty (30) minute accept time if the vacancy has not filled.

B. HIRING FOR TOMORROW

- 1. Auto Hire runs from 0900-2200 each day.
- 2. TeleStaff will cycle through the call back list contact, moving to the next contact every 15 minutes.
- 3. TeleStaff will only make three (3) attempts for each contact in order of the list until filled or the list exhausts.
- 4. TeleStaff will allow a ninety (90) minute accept time if the vacancy has not filled.

C. HIRING FOR 2-3 Days Out

1. Auto Hire runs from 0900-2200 each day.
2. TeleStaff will cycle through the call back list contact, moving to the next contact every 15 minutes.
3. TeleStaff will only make three (3) attempts for each contact in order of the list until filled or the list exhausts.
4. TeleStaff will allow a ninety (90) minute accept time if the vacancy has not filled.
5. If the list exhausts, the first qualified person on the On Duty Mandatory notified.

D. HIRING FOR 4-30 Days Out

1. Auto Hire runs from 0800-1300 & 1400-1900 each day.
2. TeleStaff will cycle through the call back list contact, moving to the next contact every 90 minutes.
3. TeleStaff will only make five (5) attempts for each contact in order of the list until filled or the list exhausts.
4. TeleStaff will allow a ninety (90) minute accept time if the vacancy has not filled.

E. MANDATORY

1. The District Chief is to "mandatory hire" based upon callback list sequence in Section VI above for any type of leave except for PTOAH, which is not guaranteed time off and shall not be filled through a mandatory assignment.

F. TELESTAFF CONTACT PROCEDURE

1. All contact related to Telestaff must be by one of the following methods:
 - a) Staffing Email: staffing@centralpiercefirer.org monitored by the entire staffing team.
 - b) Staffing Phone: Call/text (253-337-1777) from the hours of 0630-1730 Monday-Thursday.
 - c) Chief District 60 Phone: Call (253-410-2831) monitored by the on-duty District

Non-urgent staffing: Communications/questions should be made through either the staffing phone or the staffing email. Email is preferred. The staffing email is monitored by all members of the staffing team and the District Chiefs.

Urgent Staffing: Communications are routed through the District Chiefs. They can be contacted via the DC phone number 253-410-2831. This includes usage of short notice PTOSN, STD, and other leave with less than 24 hours' notice.

APPROVED:

DUSTIN MORROW
FIRE CHIEF

2026 Revenue Overview

Presented by: Tanya Robacker, Finance Director
November 3, 2025



Tonight

- AV
- Major Revenues 2026
 - GEMT
 - Transports
 - Taxes & Other Revenue
- Q&A



Assessed Value



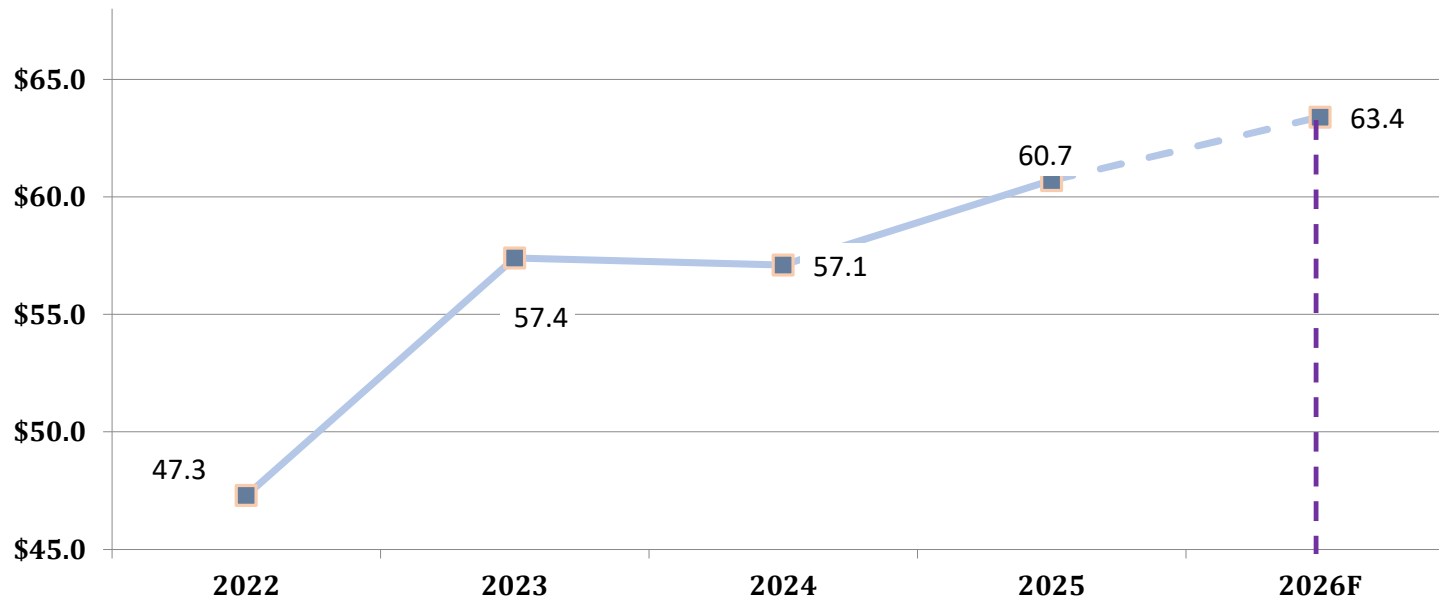
11/3/2025

Assessed Value 2025 Individual vs 2026 Combined

| District | 2025 | 2026 | Diff | % Change |
|----------|----------------|----------------|---------------|----------|
| CPFR | 43,935,018,077 | 45,831,456,326 | 1,896,438,249 | 4.3% |
| GFR | 13,755,987,227 | 14,479,725,695 | 723,738,468 | 5.3% |
| OVFR | 3,008,250,138 | 3,115,804,924 | 107,554,786 | 3.6% |
| Total | 60,699,255,442 | 63,426,986,945 | 2,727,731,503 | 4.5% |

Assessed Value (AV) – Combined

5 Years Combined with GFR/OVFR



Major Revenues

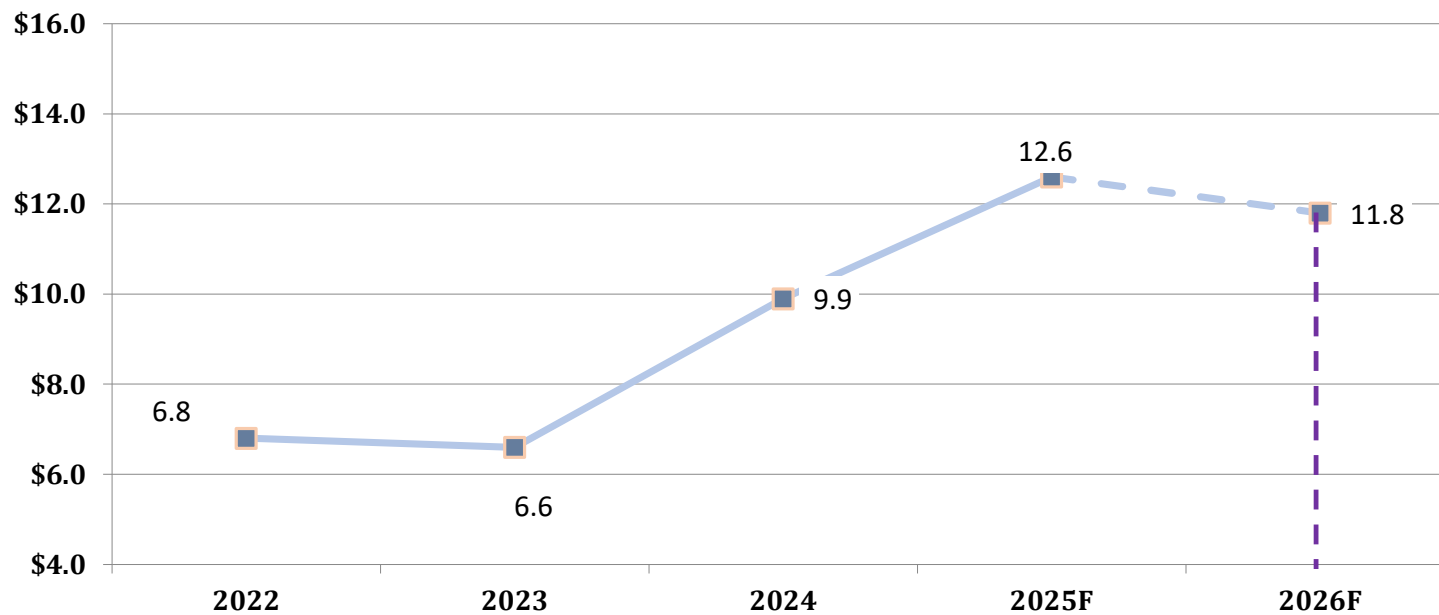
2026



11/3/2025

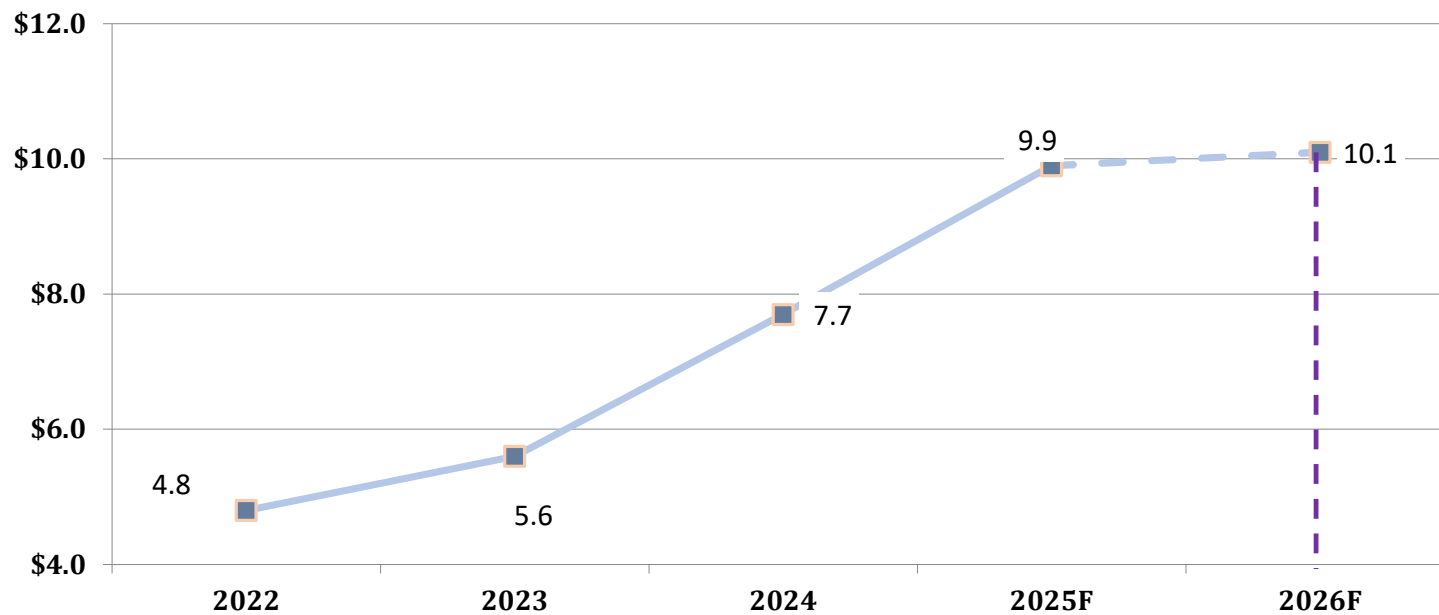
GEMT – CPFR

5 Years, 2025 Combined with GFR/OVFR – 6% drop forecasted



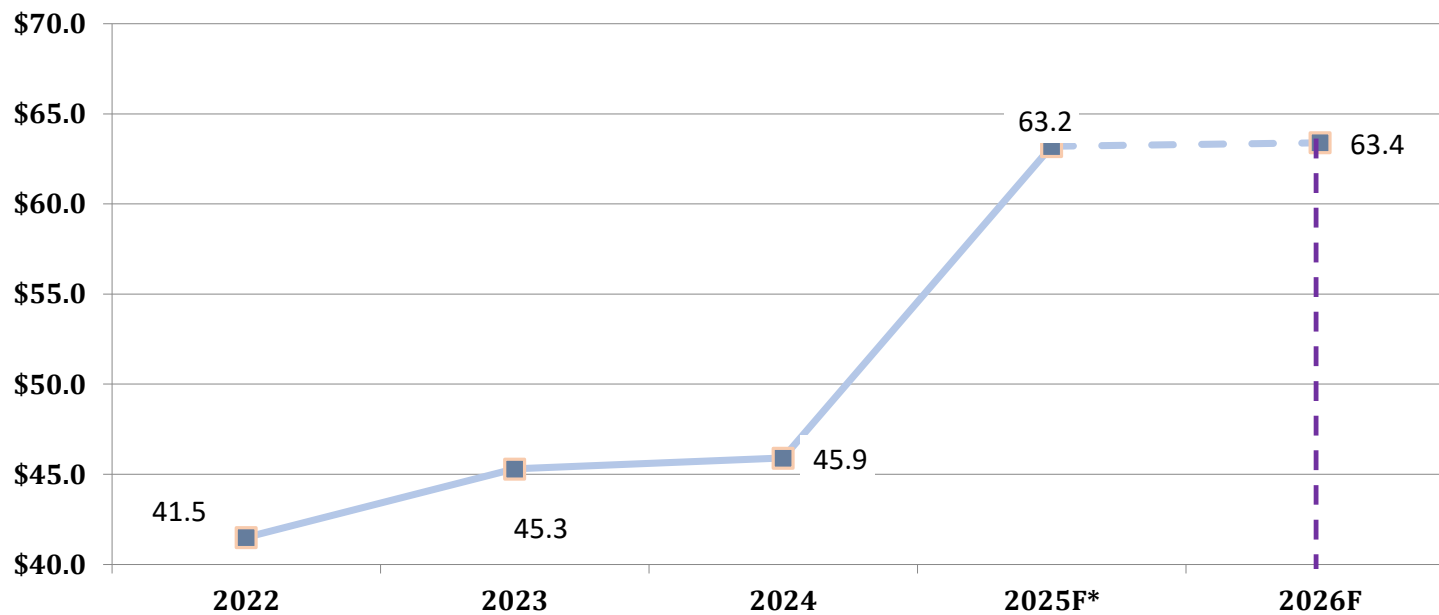
Transports – CPFR

5 Years, 2025 Combined with GFR/OVFR – Forecasted 1% Increase



Regular Levy– COMBINED

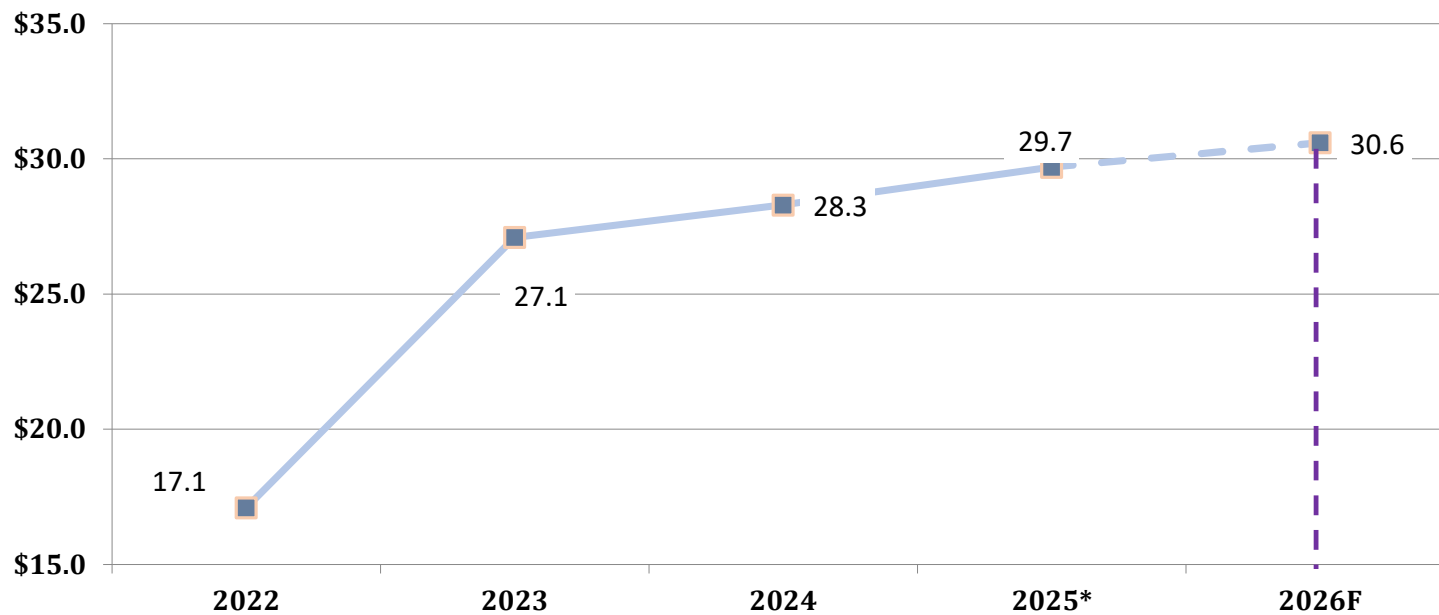
5 Years Combined with GFR/OVFR, \$1.00 Levy Rate



* Reset LID on Regular Levy CPFR 2025

EMS Levy– COMBINED

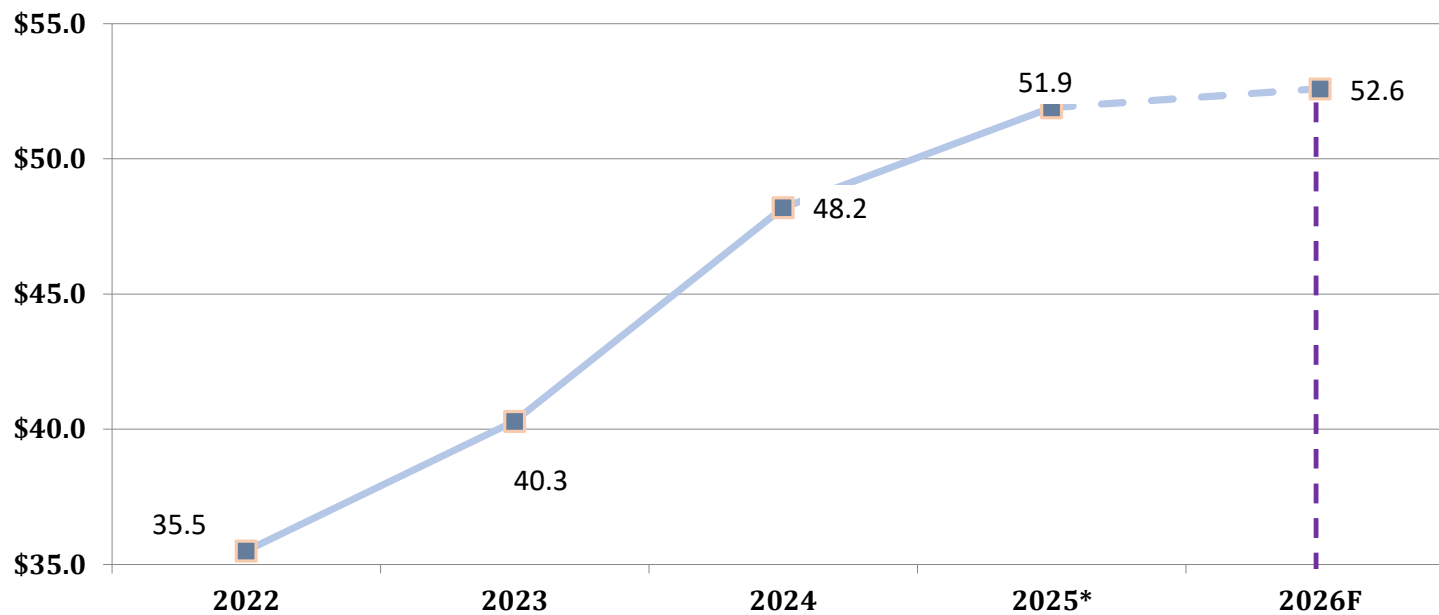
5 Years Combined with GFR/OVFR, 0.48¢ Levy Rate



* Reset LID on ems Levy CPFR 2023

FBC – COMBINED

5 Years Combined with GFR/OVFR, 0.83¢ Levy Equivalent



Major Revenue 2026



Ad Valorem Taxes:

- Regular Levy \$63.4M (\$1.00)
- EMS Levy \$30.6M (.48¢)
- Excess Levy \$2.5M(.04¢)

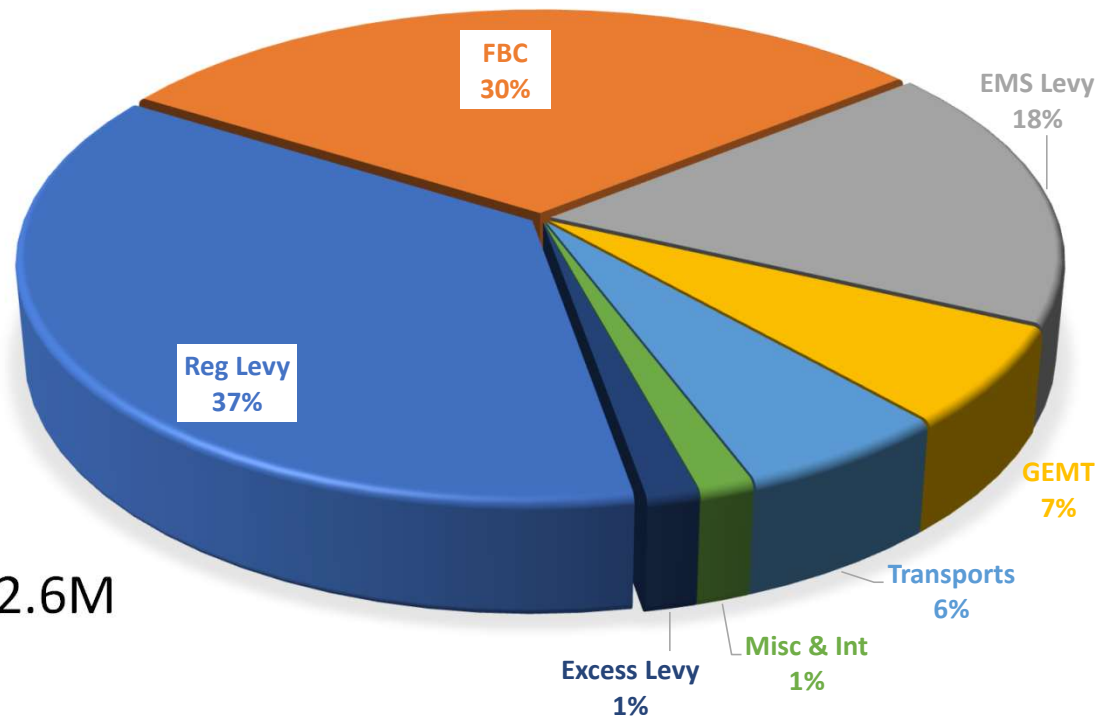
Levy Equivalents:

- FBC \$52.6M (.83¢)

Other Revenue:

- GEMT \$11.8M
- Transports \$10M
- Misc, Permits & Charges for Svc \$2.6M

Revenue Breakdown
\$173,620,280





Questions?