



**CITY OF KIRKLAND**  
**Fire Department · 123 Fifth Avenue, Kirkland, WA 98033**  
**425.587.3650 (Fire) · [www.kirklandwa.gov](http://www.kirklandwa.gov)**

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Joe Sanford, Interim Fire Chief  
Helen Ahrens-Byington, Deputy Fire Chief

**Date:** October 10, 2015

**Subject:** Resolution of Intent to authorize funding for firefighter positions

### **RECOMMENDATION:**

The Fire Department recommends the hiring of two firefighters for the Fire Academy beginning in January 2016 in anticipation of two retirements in 2016. Recommend that the City Council approve the Resolution of Intent through approval of the consent calendar to authorize funding for the positions in the mid-bi budget in December.

### **BACKGROUND DISCUSSION:**

Two current employees have given informal notice of retirement in the first half of 2016. The Department also anticipates that there could be more retirements in 2016. To fill two of these vacancies, the Department is requesting to pre-hire two probationary firefighters starting January 4, 2016. These two hires will help the department with staffing shortages once the retirements occur.

The Kirkland Fire Department is part of the Eastside Metro Training group (EMTG) and place any new firefighter hires through a joint Academy with EMTG members. There are many benefits to this process and it is supported in the Strategic Plan. This 13 week academy is currently run annually and the 2016 class will begin January 5, 2016. A new firefighter would be ready for shift work in early April.

Previous discussions with the City Manager indicated support for this hiring process and so accordingly, the department has interviewed, completed background investigations, and are currently ready to send letters of conditional employment to the two candidates. Once the candidates sign the conditional letters of employment, the Department will complete medical and psychological exams. If the evaluation of the results are satisfactory, the candidates will be approved to enroll in the January 2016 academy

Without this authorization, fire operations will be short-staffed following the retirements, with subsequent overtime implications.

## **FINANCIAL NOTE**

The budget impact in 2016 will be approximately \$172,000. This includes salary and benefit costs above those already budgeted; hiring, physical training and other recruitment costs; and, vacation and holiday cash outs for the retiring firefighters. There will be savings realized in future years, as newly hired employees are at lower steps, and with no longevity premium. In 2017 the estimated savings will be \$46,000 in salary and benefits, plus an additional \$37,000 in avoided hiring costs, as these costs will be moved forward into 2016. Funding for this request will be included as part of the mid-biennial budget process.

RESOLUTION R-5160

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND EXPRESSING ITS INTENT TO AUTHORIZE TEMPORARY FUNDING FOR TWO ADDITIONAL FIREFIGHTER POSITIONS IN 2016.

1 WHEREAS, Kirkland Fire Department anticipates the retirement  
2 of two or more firefighters in 2016; and  
3

4 WHEREAS, the Kirkland Fire Department is part of the Eastside  
5 Metro Training Group (EMTG) and places any new firefighters through  
6 a joint fire training academy conducted by EMTG; and  
7

8 WHEREAS, the 13-week academy is currently only conducted  
9 annually and the 2016 class will begin January 5, 2016; and  
10

11 WHEREAS, in order to fill the two or more anticipated firefighter  
12 position vacancies and avoid staffing shortages the Fire Department  
13 desires to send letters of conditional employment to two firefighter  
14 position candidates and, if the results of the remaining employment  
15 examinations are satisfactory; approve the two probationary firefighters  
16 to enroll in the January 2016 academy; and  
17

18 WHEREAS, City Council authorization of the temporary increase  
19 in the number of authorized firefighter positions is required; and  
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21 WHEREAS, the City Council desires to express its intent to  
22 authorize temporary, one-time funding for two additional firefighter  
23 positions for 2016 as part of the mid-biennial budget modification with  
24 the understanding that the increase would be authorized in anticipation  
25 of the retirement of two or more firefighters.  
26

27 NOW, THEREFORE, be it resolved by the City Council of the City  
28 of Kirkland as follows:  
29

30 Section 1. The City Council hereby expresses its intent to  
31 authorize the temporary, one-time funding for two additional firefighter  
32 positions in 2016 to allow the Kirkland Fire Department to enroll two  
33 probationary firefighters in the January 2016 Eastside Metro Training  
34 Group joint fire training academy class. In so doing however, the City  
35 Council reiterates that the temporary increase in firefighter positions is  
36 based upon the anticipated 2016 retirement of two or more Kirkland  
37 firefighters.  
38

39 Passed by majority vote of the Kirkland City Council in open  
40 meeting this \_\_\_\_ day of \_\_\_\_\_, 2015.  
41

42 Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_,  
43 2015.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk