Memorandum of Understanding
to the Agreement by and between City of Kirkland and
IAFF Local #2545

Lateral Firefighter Hiring
January 1, 2026 through December 31, 2027

This Memorandum of Understanding is entered into to document the mutual agreement between the City of Kirkland, Washington ("City") and the IAFF Local 2545 ("Union") regarding the lateral hiring and selection process for lateral hire Firefighters. This Memorandum of Understanding ("MOU") is supplemental to the parties' Collective Bargaining Agreement ("CBA").

A. Background:

1. The City has an established lateral-entry Firefighter hiring process as captured in Civil Service Rule X, Section 3. That Rule covers eligibility and hiring process for lateral-entry Firefighters.

2. The intent of this agreement is to provide the City with an effective means of recruiting experienced career Firefighters while appropriately recognizing qualifying prior IAFF service.

3. The parties recognize that lateral Firefighters bring valuable career experience while also acknowledging that seniority and other Kirkland-specific employment rights begin upon employment with the City of Kirkland.

4. Applicants for lateral Firefighter positions will participate in a competitive selection process that follows the existing Civil Service Rules and includes:

    1) Application and Resume Screening – Candidates will submit an employment application and professional resume. Applications will be reviewed to determine whether candidates meet the established lateral-entry qualifications.

    2) Panel Interview – Qualified candidates may advance to an interview panel consisting of Kirkland Fire Department Company Officers and Firefighters. The panel will evaluate the candidates' experience, qualifications, communication skills, organizational fit, and readiness to serve as a Kirkland Firefighter.

    3) Chief's Interview – Candidates successfully advancing through the panel interview process may participate in an interview with the Fire Chief and/or members of the Fire Department Command Staff.

    4) Civil Service Certification – Successful candidates will be submitted through the appropriate Civil Service process for certification consistent with the applicable Civil Service rules.

    5) Conditional Offer of Employment – Following Civil Service certification and selection, candidates may receive a conditional offer of employment. Final

appointment will be contingent upon successful completion of the City's required pre-employment processes, including:

a. Background investigation

b. Psychological evaluation

c. Medical evaluation

d. Fitness/physical ability testing

B. Terms and Conditions

1. Definition of Qualifying Prior Career Service

    a. For the purpose of this MOU, qualifying prior career service means previous service as a full-time, paid career firefighter/EMT with a recognized fire department, fire district, regional fire authority, or other governmental fire service agency.

    b. Only documented full-time career service will be credited. Volunteer, paid-on-call, part-time, reserve, or other non-career service will not qualify for service credit under this MOU.

    c. Candidates will be responsible for providing documentation that is satisfactory to the City verifying their qualifying prior service, including dates of employment.

    d. Completed years of qualifying service will be used to determine applicable service credit. Partial years of service may be recognized on a prorated basis when supported by appropriate employment records.

2. Recognition of Prior Career Service

    a. Vacation Accrual – Qualifying prior career service will be credited for the purpose of determining the employee's vacation accrual rate. The employee will be placed at the vacation accrual level corresponding with their recognized years of qualifying service. Recognition of prior service for vacation accrual purposes does not provide the employee with a bank of vacation leave upon hire. It establishes the rate at which vacation leave will be earned following employment with the City.

    b. Initial Pay Placement – Qualifying prior career service may be recognized when establishing the employee's initial placement on the Firefighter wage schedule. Initial placement may be made up to and including Firefighter Step 3, based upon the employee's qualifying experience. No lateral Firefighter hired under this MOU will initially be placed above Step 3 based upon prior service. The employee's initial wage placement will be as if the qualifying prior service was accumulated at the Kirkland Fire Department, subject to the maximum placement at Step 3. For example, if an employee has completed 12 months of qualifying prior service, that employee would be placed at Firefighter Step 2.

    c. Seniority – Regardless of the amount of prior service recognized for vacation accrual or pay placement, all Kirkland Fire Department and bargaining-unit seniority will be in accordance with Article 1.13 of the CBA. Qualifying prior service with another agency will not establish or increase seniority within the

Kirkland Fire Department. When multiple lateral Firefighters share the same date of hire, their relative seniority will be established in accordance with the applicable Collective Bargaining Agreement and Civil Service rules.

d. Longevity – Regardless of the amount of prior service recognized for vacation accrual or pay placement, longevity pay will be based upon completed years of service with the Kirkland Fire Department. Qualifying prior service with another agency will not count towards an employee's longevity for purposes of longevity pay.

e. Lateral Academy/Orientation – Newly hired lateral Firefighters will complete a six-week Kirkland Fire Department lateral academy/orientation prior to assignment to their regular shift. The academy/orientation will focus on Kirkland-specific policies, procedures, equipment, operational expectations, EMS practices, communications, geography, and other department requirements necessary to safely and effectively operate as a Kirkland Firefighter. Successful completion of the lateral academy/orientation is a condition of continued employment.

f. Probationary Period – The probationary period for lateral Firefighters is governed by the CBA, Article 5.9.b.

g. No Additional Seniority or Service Rights – Recognition of prior IAFF career service under this MOU is limited to vacation accrual and initial pay placement as specifically provided above. Prior service will not be used to establish seniority, promotional eligibility, shift or station bidding rights, layoff or recall order, specialty assignment preference, or any other benefit or employment right unless specifically provided for in this MOU, the CBA, or another written agreement between the City and the Union.

3. Any terms of the CBA or Civil Service Rules that are contrary to the agreement documented herein shall be superseded by this MOU. In all other respects, the CBA between the parties remains unchanged.

4. The parties agree that nothing contained in this MOU creates a past practice and that this MOU is not precedent setting in any way.

5. This MOU may be executed in counterparts, and, when signed by all parties, shall be binding upon the parties. Transmission of the MOU by facsimile machine or email showing the original signature of a party shall be considered an original signature and shall be binding upon the party.

6. This MOU is effective on November 1, 2026 and will expire on December 31, 2027 and the parties acknowledge and agree to the terms and conditions set forth in this MOU as evidenced by the signatures of the applicable parties below:

[Signatures on following page]

FOR THE CITY:

Kurt Triplett, City Manager
City of Kirkland
Date 11/20/26

FOR THE UNION:

Stephen McCauley (Nov 19, 2026 17:23:34 PST)

Stephen McCauley, President
IAFF Local #2545
Date 11/19/2026

Approved as Negotiated:

Lauren Knox
Lauren Knox (Nov 13, 2026 11:54:44 PST)

Lauren Knox
Interim Human Resources Director
Date 11/13/2026

Approved as to Form:

Darcey Eilers
City Attorney
Date 11/10/2026