



## **Memorandum of Understanding between the City of Vancouver and the Vancouver Fire Department Guild Regarding Certain Bargained Agreements Between the Parties**

The City of Vancouver (“City”) and the Vancouver Fire Department Guild (“Guild”) enter this Memorandum of Understanding (“Agreement” or “MOU”) as of the date last signed below (“Effective Date”) to memorialize their bargained agreement. Together, City and Guild are the “Parties”.

### **Background**

1. The Guild tentatively agreed to the City’s “What If” Package Proposal (“What If”) on December 12, 2025, to resolve all outstanding bargaining issues and finalize the 2026-2028 Guild Collective Bargaining Agreement (“CBA”).
2. The Guild voted to approve the CBA on December 16, 2025.
3. The City ratified the CBA through City Council action on the January 12, 2026 Consent Agenda.
4. The Parties agreed in the What If to memorialize certain sections of their bargained agreement in an MOU.

### **Agreement**

Therefore, the Parties agree as follows:

1. **Temporary Compensation Structure.** The Parties understand and agree that it is in the Parties' best interest to ensure City positions align with department needs and that City Council must approve all new positions. Because bargaining occurred in the last quarter of 2025 and the budget process begins in 2026 for a new budget cycle starting 2027, the Parties will create a temporary structure to compensate Guild employees for certain certifications while the City prepares to present positions for the next budget action.
2. **Certification Pay.** The City will pay certification pay for employees who obtain or maintain the certifications described in Section 3 below beginning 30 days following the contract ratification date (February 15, 2026) until the date the task books described in Section 4 are introduced (“Certification Pay Period”), contingent upon approval of the Fire Code Officer 2 (FCO2) position. On January 1, 2027, eligible Fire Code Officers will be moved into the FCO2 positions that Council has approved for the 2027-28 biennium and will continue to receive certification pay during the Certification Pay Period. Following expiration of the Certification Pay Period, eligible Guild employees will be evaluated pursuant to Section 4(a)(i) or 4(b)(i) for incentive pay purposes.
3. **Certification Pay Positions and Percentages.** The certification pay that will be paid during the Certification Pay Period is as follows and is position specific:
  - a. Fire Code Officer (FCO)
    - i. 2.0% for ICC Fire Inspector 2 + 3 years’ experience as FCO

- b. Deputy Fire Marshal 1 (DFM 1)
    - i. 2.5% for Engineer in Training (EIT)
  - c. Deputy Fire Marshal 2 (DFM 2)
    - i. 2.5% for Engineer in Training (EIT)
    - ii. 2.5% for ICC Building Plans Examiner
  - d. A Deputy Fire Marshal 2 may receive certifications for Section 3(c)(i)(ii) above. However, certification pay will be awarded for only one certification.
4. **Task Book Implementation.** In connection with new positions the City will propose, the Guild and City will work together to build task books for advancement to a proposed Fire Code Officer 2 position and for the existing Deputy Fire Marshal 2 position. The task book development team will comprise the Fire Marshal, the Assistant Fire Marshal, and the 2025 Guild bargaining team. Employees may choose to participate in the task book incentive process. These task books will help employees develop professionally while creating financial incentives for that growth and help with the City's succession planning. In the event the parties do not agree on the final version of the task books, the City's proposed final task books will be adopted no later than October 1, 2026; the City may extend this deadline. The final task books will be memorialized in a MOU to ensure that the intention of the parties is documented.
- a. Fire Code Officer 1 Task Book. An FCO 1 will have a 5-year task book structured in 1-year progress increments encompassing a series of certifications and educational requirements. The goal is to develop FCO 1s to be fully trained and experienced as professional FCOs to represent the fire department and work towards FCO 2.
    - i. Upon initial implementation of the program, City will evaluate participating employees for the purpose of determining incentive pay, based on current time in the position of FCO 1 and current proficiencies against task book metrics.
      - 1. For example, if an employee is proficient in two years of task book metrics, they will receive incentive pay of 2% of base pay based on hours worked at the program outset.
    - ii. Each prospective annual task book incentive pay increase will be tied to the employee's annual performance appraisal.
    - iii. An FCO 1 who successfully complete each year's goals and objectives would be entitled to incentive pay of an additional 1% of base pay based on hours worked each year, annually, up to a maximum of 5% per task book. Employees who do not achieve task book metrics warranting the 1% increase but still meet minimum performance standards will maintain their previous incentive pay except that if an employee does not progress in the task book during the following year the employee will revert to base pay. The Fire Marshal may approve exceptions to this Section 4(a)(iii) in accordance with law.
      - 1. For example, an employee may receive incentive pay of 1% in 2027, 1% in 2028, complete no task book activities in 2029 but maintain the 2% incentive pay, and return to task book activities in 2030 to receive 1% of incentive pay for total of 3%. However, if the employee does not return to task book activities in 2030 and there is no approved exception, the employee will no longer receive any incentive pay.

- iv. After successful completion of the book, an employee would be entitled to incentive pay of 5% of base pay based on hours worked each year in the FCO 1 position.
- v. City may promote Employee to the FCO 2 position at any time following completion of the task book. The 5% task book pay will be incorporated as the City determines employee placement into FCO 2 positions (e.g., base pay rate and incentive rate combined will be considered when determining the appropriate starting step in the FCO 2 pay grade). There will be no pay decrease or for promoting to the FCO 2 position
- b. Deputy Fire Marshal 2 Task Book. DFM 2 positions will have a 5-year task book structured in 1-year progress increments encompassing a series of certifications and educational requirements to develop DFM 2's technical aptitude and supervisory skillset.
  - i. Upon initial implementation of the program, City will evaluate participating employees for the purpose of determining incentive pay, based on current DFM 2 proficiencies against task book metrics.
    - 1. For example, if an employee is proficient in two years of task book metrics, they will receive incentive pay of 2% of base pay based on hours worked at the program outset.
  - ii. Each prospective annual task book incentive pay increase will be tied to the employee's annual performance appraisal.
  - iii. A DFM 2 who successfully completes each year's goals and objectives would be entitled to incentive pay of an additional 1% of base pay based on hours worked each year up to a maximum of 5% per task book. Employees who do not achieve task book metrics warranting the 1% increase but still meet minimum performance standards will maintain their previous incentive pay except that if an employee does not progress in the task book during the following year the employee will revert to base pay. The Fire Marshal may approve exceptions to this Section 4(b)(iii) in accordance with law.
    - 1. For example, an employee may receive incentive pay of 1% in 2027, 1% in 2028, complete no task book activities in 2029 but maintain the 2% incentive pay, return to task book activities in 2030 to receive 1% of incentive pay for a total of 3%. However, if the employee does not return to task book activities in 2030 and there is no approved exception, the employee will no longer receive any incentive pay.
  - iv. After successful completion of the book, an employee would be entitled to incentive pay of 5% of base pay based on hours worked each year in the DFM 2 position.
  - v. For the avoidance of doubt, if a DFM 2 promotes to a Supervisor or other position the pay described in this Section 4(b)(iv) will not transfer to the different position.
- 5. **Engineer in Training Incentive Development.** The City will develop an Engineer in Training (EIT) incentive for a DFM 1 or DFM 2 who has graduated from an accredited university with a Fire Protection Engineering bachelor's degree and a minimum 3.0 GPA or with approval of the

Fire Marshal. This incentive will be available to one DFM 1 or DFM 2 employee at any time. City will appoint the employee if it determines the employee is qualified; the incentive may remain open. The Fire Marshal will review the incentive appointment annually to determine if the employee's appointment to the incentive will continue for the next year. Notwithstanding the annual review, City or employee may terminate the EIT incentive at any time for any or no reason.

- a. The EIT will have a 5-year task book structured in 1-year progress increments encompassing a series of certifications and educational requirements to develop the EIT into a licensed Professional Engineer (PE) in the State of Washington.
    - i. Each prospective annual task book incentive pay increase will be tied to the employee's annual performance appraisal.
    - ii. The DFM 1 or DFM 2 who successfully completes each year's EIT goals and objectives would be entitled to incentive pay of an additional 1% of base pay based on hours worked each year up to a maximum of 5% per task book. An employee who does not achieve task book metrics warranting the 1% increase but still meets minimum performance standards will maintain the employee's previous incentive pay except that if an employee does not progress in the task book during the following year the employee will revert to base pay, unless either party terminates the incentive under Section 5. The Fire Marshal may approve exceptions to this Section 5(a)(ii) in accordance with law.
      1. For example, an employee may receive incentive pay of 1% in 2027, 1% in 2028, complete no task book activities in 2029 but maintain the 2% incentive pay, return to task book activities in 2030 to receive 1% of incentive pay for 3%. However, if the employee does not return to task book activities in 2030 and there is no approved exception, the employee will no longer receive any incentive pay.
  - b. After successful completion of the book and obtaining the PE license, the employee would be entitled to incentive pay of 5% of base pay based on hours worked each year in the DFM 1 or 2 position.
6. **Position Reclassification Request.** The City will request a reclassification of Lead Deputy Fire Marshal to Deputy Fire Marshal Supervisor during the 2026 Spring supplemental budget process, which will result in a grade increase from 19 to 22, contingent on City Council approval of the supplemental budget. The City agrees that the Guild employees impacted by this change will move from their step in the current range to the same step in the new range (e.g., an employee in step 2 of a range 19 would move to step 2 of grade 22. This would be true of employees in any step of the range.)
7. **Amendment.** This MOU may be amended in a writing signed by the Parties.
8. **Entire Agreement.** This MOU is the entire agreement between the Parties related to its subject matter and supersedes any prior agreement whether written or oral in nature.

The Parties enter this MOU effective as of the Effective Date.

**City of Vancouver**

Signed by:



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**By: Antoinette Gasbarre**  
**Its: Human Resources Director**

**Date: 2/19/2026**

**Vancouver Fire Department Guild**

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**By: Shane LaBeck**  
**Its: Lead VFDG Negotiator and Secretary &**  
**Treasurer VFD Guild**

**Date: 2/19/2026**