



# ORCAS ISLAND FIRE & RESCUE

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SAN JUAN COUNTY FIRE AND RESCUE DISTRICT #2

45 Lavender Lane, Eastsound, WA 98245. Phone: 360-376-2331, [www.orcasfire.org](http://www.orcasfire.org)

July 15, 2024

Mr. Chad Kimple  
PO Box 881  
Eastsound, WA 98245  
[Chad.kimple@gmail.com](mailto:Chad.kimple@gmail.com)

Dear Chad:

At the regular meeting of the Board of Fire Commissioners (the "Board") held on July 1, 2024, you were promoted to the position of Acting Chief of San Juan County Fire Protection District No. 2 (the District") The purpose of this letter is to set forth the initial terms of your employment in this new position.

You have informed the Board that you desired to work as the Acting Chief at 80 percent of full time (80 percent of 40 hours which is 32 hours per week), and also plan to continue your work as Fire Marshal for San Juan County at half time (50 percent of 32 hours per week which is 16 hours). We understand you will need to clarify the number of hours per week that will be expected of you at each position and the benefits that will accrue. We consent to you using the office space at the District Offices to conduct business of the Fire Marshal, without charge to the County, as this will be a convenience to you and a benefit to the District.

**Exempt Employee/Rate of Pay:** For the Acting Chief position, you will be designated as an Executive Exempt employee under the Federal Labor Standards Act ("FSLA") and you will be able to determine the total hours and work schedule with the understanding there will be weeks in which the total number of hours exceeds 32 and other weeks where it is less than 32 hours. Compensation for work as Acting Chief will be paid monthly in the amount of \$9,290.67 per month.

**Nature of Work and Irregular Hours from Time to Time:** it is intended that as Acting Chief, your duties will include firefighting responsibilities including from time to time serving as a fire fighter with various levels of incident command and other duties. It is understood that this aspect of the work is irregular and may require that you be on duty and present during weekends, holidays and evenings. There will not be adjustments to pay for such work, but you may flex your hours during a work week so that your weekly hours generally align with the expected weekly hours commitment.



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**Duration of Appointment:** This is a temporary appointment in order to enable the District time to conduct a search for a full-time fire chief. This arrangement is terminable by either party at any time; however, it is desirable that the terminating party provide sixty (60) days advance notice. If this interim status extends for more than six (6) months, then either party has the ability to request that the terms be re-negotiated.

**Miscellaneous Leave:** As a temporary exempt employee, and except for vacation leave and sick leave mentioned below, you will not be entitled to any contractual leaves. You will be expected to take time off for those holidays during which the business office is closed. When work is required on such holidays, you may reasonably flex your schedule for the work week. Other leave may be taken that is either authorized by law or that reasonable, prudent and consistent with the needs of the District and approved by the Board. Examples of leave that are subject to Board consent include additional sick leave, bereavement leave or leave to care for family members.

**Sick Leave.** You are granted 32 hours of sick leave beginning July 1, 2024. You will accrue sick leave at the rate of 8 hours per month. Sick leave accrual of more than 160 hours requires Board consent. At the time of separation from the district unused sick leave will be paid out at 25 percent of the amount accrued at the end of your employment as Acting Chief.

**Vacation Leave:** As an executive exempt employee, you may take vacation as needed with prior board approval. You are granted 32 hours of vacation leave beginning July 1, 2024. You will accrue sick leave at the rate of 10 hours per month or partial month of service. Vacation leave accrual of more than 160 hours requires Board consent. Any accrued but unused vacation leave will be paid out at the end of your employment as Acting Chief.

**Retirement and Health Benefits:** We will examine your eligibility for participating in the LEOFF, Plan 2, retirement system and you will be enrolled, if eligible, with the standard deductions and contributions made by you and the District as calculated by the Washington State Department of Retirement Systems. It is expected that you will receive health insurance benefit from your work at the County as Fire Marshal. You are responsible for health insurance benefits. In the event your health benefits at the County are affected, then this paragraph will be subject to revision with the objective of assuring that you continue to have health benefits.

**Equipment and Vehicle:** You will be provided all required personal protective clothing and gear as needed for your work. You may use an existing vehicle of the District for your use including transportation on official business, and reasonable personal use when you are available to respond to emergency incidents including commuting to your residence. You may be provided a business cell phone, computer, radio and appropriate supplies.



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**Reimbursement for use of personal vehicle and advance expenditures:** In the event you choose to use your personal vehicle for official business or to purchase equipment or supplies for use by the District, you will be reimbursed consistent with existing policies. Any personal vehicle used for district business must be duly insured and you will be responsible for any damage which occurs without any expense to the District. Any personal vehicle used for District business shall be maintained in a safe, sound and presentable condition. In the event use of personal vehicle or advance expenditures are also eligible for reimbursement in your capacity as Fire Marshal, you may choose to seek reimbursement from the County or the District, but not both.

**Relationship with Board:** It is intended that you will serve as Chief Executive of the District. The District Board of Fire Commissioners reserves all rights granted to it by state statutes and does not surrender any of those powers, except as has been done by resolution or duly adopted policy of the Board and as appropriate to provide for predictability and smooth operations of the District. At the June 17 Regular Meeting the Board adopted Policy No. 1200 which provides specific allocation of responsibilities between the Board and the Chief. This Policy and other policies or motions (such as use of the Request for Action by Board (RAB) form) which now exist or may be adopted or amended in the future will provide guidance to you in the performance of your duties. In the event you have questions regarding the scope of this paragraph, the Chair of the Board of Fire Commissioners will provide direction or schedule time for the full board to take action including providing additional discussion of expectations and direction.

**Professional Development:** It is understood that professional development and relationships with professional organizations and neighboring jurisdictions are important to the successful completion of Acting Chief duties. You are encouraged to obtain and maintain membership with organizations to promote and enhance your professional service and may attend conferences held online or in person at the expense of the District when done within the amount budgeted for travel and education.

**Accommodations Regarding Kim Kimple.** The Board has been informed of the existing relationship between you and the Finance Manager Kim Kimple. During the term of your employment, this will require certain accommodations and adjustments to standard procedures. While you are expected to provide general instructions and direction to Kim Kimple from time to time and to keep her informed of actions by the Board, all supervision of Kim Kimple will be performed by Commissioner Randall Gaylord or another commissioner selected by the Board. In addition, you are not permitted to authorize or direct or approve Kim Kimple to make any payment or reimbursement to you. Likewise, Kim Kimple is not authorized to approve or direct payment to you independently. All such requests for payment or



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reimbursement to you or to Kim Kimple will be audited/reviewed/approved by Commissioner Randall Gaylord or another member of the Board.

**Board Approval:** The terms set forth in this letter have been duly approved by the Board of Fire Commissioners, and the Chair has been authorized to sign this letter. If you are in agreement with the terms, please sign below and return to the Chair.

Sincerely,

Brian Ehrmantraut, Chair  
Board of Fire Commissioners  
San Juan County Fire Protection District No. 2

AGREED:

  
Chad Kimple