RESOLUTION 2026-YY

A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON AUTHORIZING THE EXECUTION OF A LETTER OF UNDERSTANDING WITH THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 483, AS IT RELATES TO THE ASSISTANT TO THE POLICE CHIEF

WHEREAS, the International Brotherhood of Electrical Workers, Local 483, (IBEW) is the bargaining unit for the Town's employees; and

WHEREAS, the position of Police Chief is appointed by the Mayor and is currently vacant; and

WHEREAS, the Town of Eatonville entered into an Interlocal Agreement with the City of Roy for Police Chief services for certain administrative duties; and

WHEREAS, there are additional duties that need to be performed and can be done by the Assistant to the Police Chief; and

WHEREAS, the Town and IBEW believe it is in the best interest of both parties to approve a letter of understanding for this increase of duties and pay; now, therefore

THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: The Town Council approves, and the Mayor is authorized to execute on behalf of the Town, the Letter of Understanding between the Town of Eatonville and International Brotherhood of Electrical Workers Local 483 attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 23rd day of November 2026.

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Emily McFadden, Mayor

ATTEST:

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Miranda Doll, Town Clerk

LETTER OF UNDERSTANDING

BETWEEN

THE TOWN OF EATONVILLE

AND

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 483

Setup for Duties Associated with Police Chief

This Letter of Understanding (LOU) shall constitute an agreement between the Town of Eatonville ("Town") and the International Brotherhood of Electrical Workers, Local 483 ("Union") allowing for the Police Assistant to Chief/Records Manager (Police Assistant) to perform some of the functions of the Police Chief classification, which are detailed below. Given that these functions are far outside the scope of a Police Assistant to Chief/Records Manager classification, the Town agrees to pay 120% of the Police Assistant to Chief/Records Manager for all hours worked until a new Police Chief is hired. Further, it is agreed that Police Assistant to Chief/Records Manager shall be subject to the following language:

> An employee working in the classification of Police Assistant to Chief/Records Manager may accept calls when off-shift. However, if such calls are accepted, then the employee shall receive a minimum of one (1) hour of their overtime rate of pay. Should the calls take longer than one (1) hour, then the employee shall receive their overtime rate of pay for all hours worked.

It is further recognized that these specific police department duties cannot legally or operationally be performed by civilian staff, the Mayor, or the Town Administrator. Because these duties require handling restricted criminal justice information and entering secure networks, the duties must be performed by an employee that has cleared a mandatory police background check, polygraph exam, and panel interviews, and holds active Washington State ACCESS Level 1 and 2 certifications.

Job Duties

1. Serves as the vetted, single point of contact for restricted intelligence networks.
2. Represent the Eatonville Police Department at Community Meetings.
3. Scheduling patrol officers, to include adjusting officer deployments around major Town events.
4. Coordinate with Pierce County Sheriffs Depart to coordinate mutual aid and coverage gaps.
5. Implement 'Citizen Report' tool.
6. AXON Network Administrator.

7. WASPC TraCS Migration
8. Lexipol Policy Management
9. Coordinate Event Logistics and Permits
10. Track Officer Training
11. County Invoice Auditing
12. Manage the Sex Offender Registry
13. Manage LINX notifications and direct requests from prosecutors.
14. Manage email accounts for previous Chiefs for various legal and state deadlines.

The Union makes no long-term claim to this work, and nothing set forth in this LOU shall amount to future precedent. This LOU shall be effective upon full execution and shall remain in effect until terminated by either party to this agreement with fifteen (15) calendar-days' written notice.

Town of Eatonville

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Emily McFadden **Date**

Mayor, Town of Eatonville

IBEW Local 483

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Rose Mitchell **Date**

Business Manager, IBEW 483