



**Regional Fire Authority (RFA)
Planning Committee Special Meeting Agenda
September 25, 2024 4:00 PM
Camas Council Chambers, 616 NE 4th AVE**



NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To observe the meeting (no public comment ability)

- go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/87997443377>

(public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

MEETING TOPICS

1. [September 18, 2024 Regional Fire Authority \(RFA\) Planning Committee Special Meeting Minutes](#)
[Presenter: Bonnie Carter, Chair](#)
[Time Estimate: 5 minutes](#)
2. Organization Subcommittee Report
[Presenter: Cliff Free, Fire Chief](#)
[Time Estimate: 5 Minutes](#)
3. [Finance Subcommittee Report](#)
[Presenter: Bonnie Carter, Chair, City of Camas City Council, Molly Coston, City of Washougal City Council and Richard Curtis, Project Advisor, ESCI](#)
[Time Estimate: 15 Minutes](#)
4. [Governance Subcommittee Report and Recommendation](#)
[Presenter: Michelle Wagner, Chair, Washougal City Council and Richard Curtis, Project Advisor, ESCI](#)
[Time Estimate: 10 Minutes](#)
5. Communications Subcommittee Members Discussion
[Presenter: Bonnie Carter, Chair, Camas City Council](#)
[Time Estimate: 10 Minutes](#)
6. [Review of Timeline Relative to Outcomes](#)
[Presenter: Richard Curtis, Project Advisor, ESCI](#)
[Time Estimate: 5 Minutes](#)

COMMENTS OR ADDITIONAL ITEMS

PUBLIC COMMENTS

CLOSE OF MEETING



**Regional Fire Authority (RFA)
 Planning Committee Special Meeting Minutes_Draft
 September 18, 2024 4:00 PM
 Camas Council Chambers, 616 NE 4th AVE**



NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

Council Member Carter called the meeting to order at 4:00 p.m.

ROLL CALL

Present: Council Members Boerke and Wagner.

Remote: Council Members Russell, Nohr (Joined at 4:09 p.m.), and Coston (joined at 4:16 p.m.)

Staff: Carrie Davis, Shaun Ford, Cliff Free, Cathy Huber Nickerson, Matt Thorup

Press: No one from the press was present.

MEETING TOPICS

1. September 4, 2024 Regional Fire Authority (RFA) Planning Committee Meeting Minutes Approval

It was moved by Boerke and seconded to approve the September 4, 2024 Regional Fire Authority (RFA) Planning Committee meeting minutes as presented. The motion carried unanimously.

2. Organization Subcommittee Report and Recommendation
 Presenter: Cliff Free, Fire Chief

 Chief Free provided an update to the committee.
3. Finance Subcommittee Report and Recommendation
 Presenter: Bonnie Carter, Chair, City of Camas City Council and Molly Coston, City of Washougal City Council

Council Member Carter and Finance Director Huber Nickerson provided an update to the committee. Discussion ensued. The finance subcommittee plans to make a formal recommendation to the planning committee at the October 2, 2024 meeting.

4. Governance Subcommittee Report and Recommendation
 Presenter: Michelle Wagner, Chair, Washougal City Council and Jim Walkowski, Project Associate, ESCI

Council Member Wagner and Jim Walkowski (on behalf of Richard Curtis) provided an update on the governance plan and the transfer of assets. Discussion ensued.

It was moved by Boerke and seconded to approve the governance section for the Regional Fire Authority (RFA) as presented. The motion passed unanimously.

David Scott presented proposed design modifications to the Washougal station. Discussion ensued. The governance subcommittee plans to make a formal recommendation to the planning committee on the transfer of assets at the October 2, 2024 meeting.

5. Review of Timeline Relative to Outcomes
Presenter: Jim Walkowski, Project Associate, ESCI

Walkowski commented on the project timeline on behalf of Richard Curtis.

COMMENTS OR ADDITIONAL ITEMS

No comments were made, and no additional items were discussed.

PUBLIC COMMENTS

No one from the public wished to comment.

CLOSE OF MEETING

The meeting closed at 4:39 p.m.

Section 2: Definitions

ESCI Sub-Approved Date: 08/12/2024

RFAPC-Approved Date: _____

The definitions in this section apply throughout this RFA Plan unless the context clearly requires otherwise.

Board or RFA Governing Board means the governing body of the Camas/Washougal RFA.

Participating jurisdictions means the two cities—Camas and Washougal—forming the Camas/Washougal RFA upon voter approval of the RFA Plan.

Camas/Washougal RFA or RFA means the municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1 of the Washington Constitution, and a taxing district within the meaning of Article VII, Section 2 of said constitution, whose boundaries are coextensive with the boundaries of the Participating Jurisdictions as of the effective Date of formation, as created by the majority vote of the registered voters within those boundaries, to implement the Camas/Washougal RFA Plan.

Camas/Washougal RFA Planning Committee or Regional Fire Authority Planning Committee (RFAPC) means the advisory committee authorized by RCW 52.26.030 to draft and propose to the governing bodies of the Participating jurisdictions a plan to design, finance, and develop an RFA to be submitted to the voters of the Participating jurisdictions for their approval.

Camas/Washougal RFA Plan or RFA Plan means the Plan to develop and finance the Camas/Washougal RFA, including but not limited to governance, design, specific capital projects, fire operations, emergency medical services, facilities, and maintenance, repair, and preservation of existing and future facilities and systems, pursuant to RCW 52.26.040.

Camas means the City of Camas.

Washougal means the City of Washougal.

EMS Levy means the voter-approved property tax levy to fund Emergency Medical Services per RCW 84.52.069.

RCW means Revised Code of Washington.

The **DEFINITIONS** section of the **RFA Plan** is subject to amendment by a majority vote of the RFA Governing Board.



Section 3: Legal Authority

ESCI Sub-Approved Date: 08/12/2024

RFAPC-Approved Date: _____

Regional Fire Protection Service Authority

The authority to form a Regional Fire Protection Services Authority by the Participating Jurisdictions is provided by Chapter 52.26 of the Revised Code of Washington.

Pursuant to RCW 52.26.090(1)(g), the governing Board of the Camas/Washougal Regional Fire Authority shall exercise its powers and perform its duties as the Board determines necessary to carry out the purposes, functions and projects of the authority in accordance with the following statutes: (a)all of the statutory chapters and sections of Title 52 of the Revised Code of Washington, including but not limited to RCW 52.12.021 and RCW 52.12.031. Further, the governing Board may adopt a Community Assistance Referral and Education Services (CARES) program pursuant to RCW 35.21.930.

Planning Committee Authority

The authority to form the Camas/Washougal Planning Committee is provided in RCW 52.26.020. Authority and empowerment of the Camas/Washougal Planning Committee is provided in RCW 52.26.030.

RFA Plan Approval Authority

Upon successful development, approval, and adoption of the Camas/Washougal RFA Plan by the Planning Committee, the governing bodies of the Participating Jurisdictions shall certify the RFA PLAN to the ballot, including identification of the revenue options and levy rate specified to fund the Plan.

The Participating Jurisdictions—Camas and Washougal --shall jointly draft a ballot title, give notice as required by law for ballot measures, and perform other duties as required to put the Plan before the registered voters of the respective Participating Jurisdictions for their approval or rejection as a single ballot measure that approves formation of the Camas/Washougal RFA and approves the RFA plan.

On the Effective Date, the interlocal agreement between Camas and Washougal regarding the formation and operation of the Camas/Washougal Fire Department, dated December 4, 2013, and any subsequent renewal agreements shall be terminated.

Transition

The LEGAL AUTHORITY section of the RFA Plan is subject to amendment or revision only by a majority vote of the RFA Governing Board.



Section 4: Jurisdictional Boundaries

ESCI Sub-Approved Date: 08/12/2024

RFAPC-Approved Date: _____

Jurisdictional Boundaries on Date of Formation

On the Effective Date, the jurisdictional boundaries of the RFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are generally depicted on the map attached hereto and in **Appendix A** of this RFA Plan.

Changes in Jurisdictional Boundaries After Date of Formation of the RFA

Any territory that is annexed to either participating jurisdiction is deemed annexed to the RFA as of the effective Date of annexation. A fire protection jurisdiction within reasonable proximity to the boundaries of the RFA is eligible to be annexed into the RFA per RCW 52.26.300. Such an annexation is initiated by the adoption of a resolution by the governing body of the fire protection jurisdiction requesting the annexation.

Such a resolution shall be filed with the governing body of the RFA for that body's consideration, and the governing body may amend this RFA plan to establish the terms and conditions of the annexation. If the governing body requesting the annexation accepts the terms and conditions and the plan amendment, the annexation proposition is submitted to the voters of the annexing jurisdiction for their approval or disapproval.

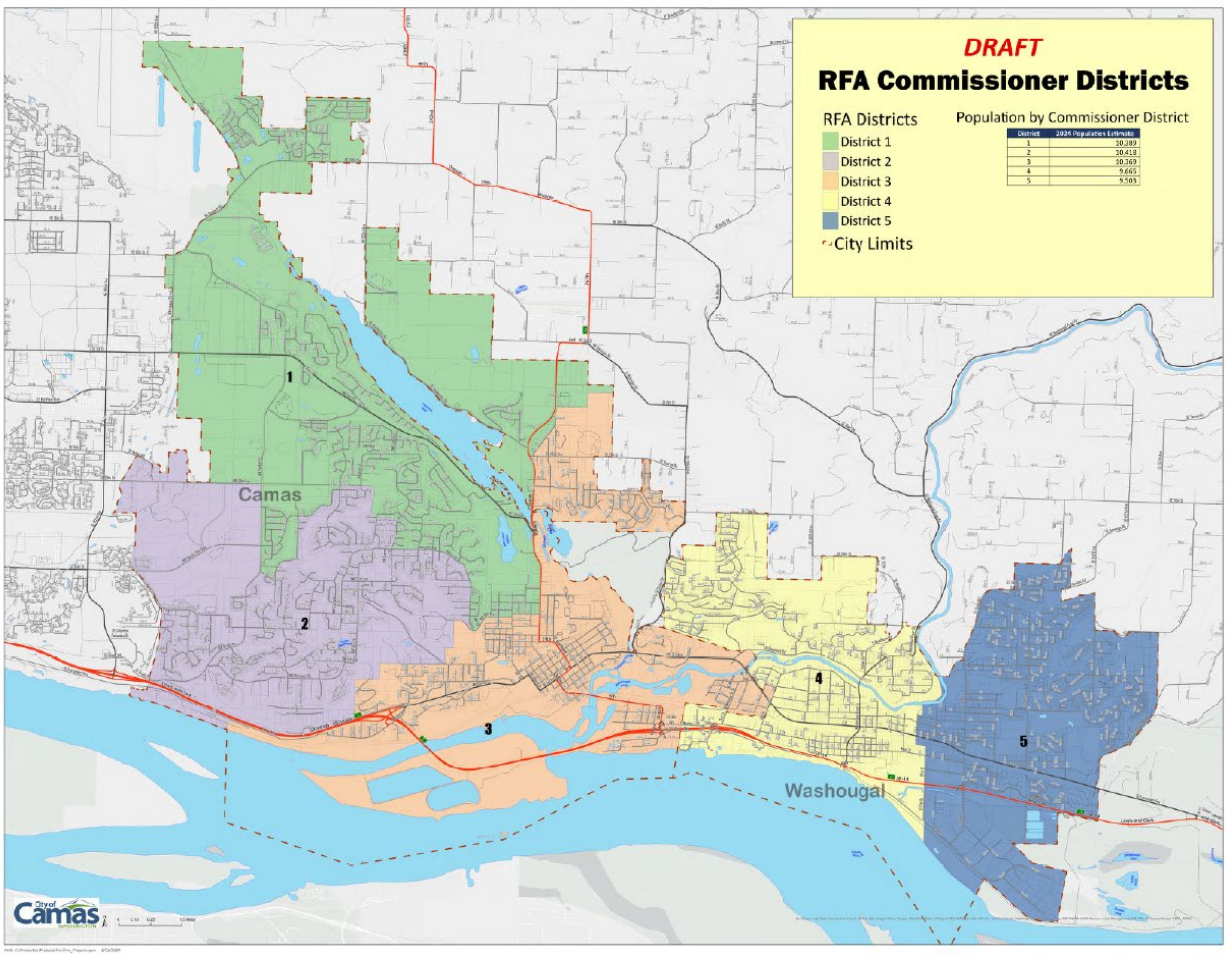
Transition

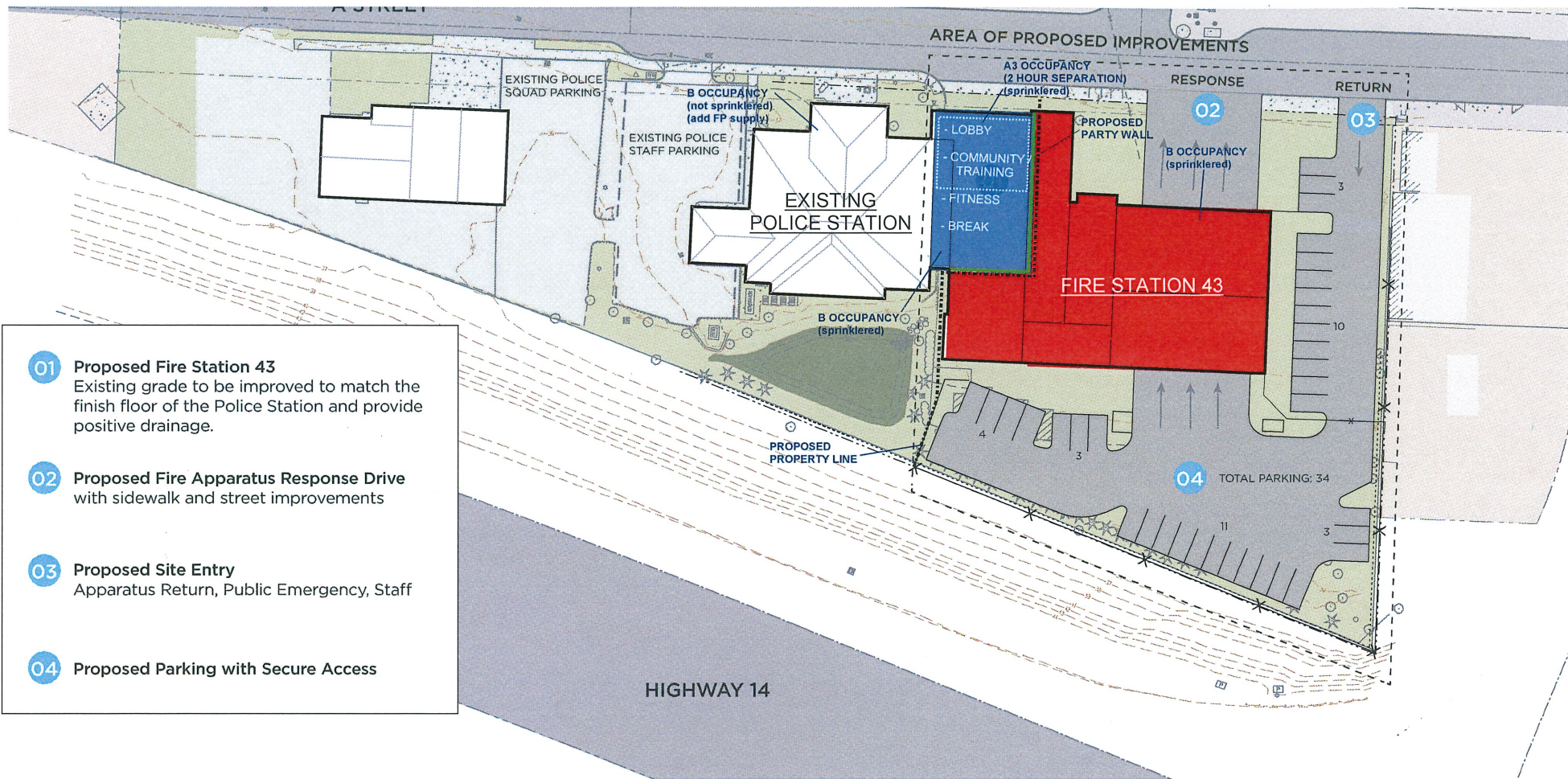
The JURISDICTIONAL BOUNDARIES section of the RFA Plan is subject to amendment or revision only by a majority vote of the RFA Governing Board.



Section 11: Appendices

APPENDIX A: RFA Commissioner District Map





- 01 Proposed Fire Station 43**
Existing grade to be improved to match the finish floor of the Police Station and provide positive drainage.
- 02 Proposed Fire Apparatus Response Drive**
with sidewalk and street improvements
- 03 Proposed Site Entry**
Apparatus Return, Public Emergency, Staff
- 04 Proposed Parking with Secure Access**

ID	Task Name	Start	Finish	Total Days	2nd Quarter		3rd Quarter			4th Quarter	
					Apr	May	Jun	Jul	Aug	Sep	Oct
1	FINANCE SUBCOMMITTEE	Wed 5/15/24	Tue 10/1/24	139							
2	Determine Debt Service Requirements	Wed 5/15/24	Fri 6/7/24	23							
3	Establish Inventory of Capital Assets	Mon 5/20/24	Thu 6/20/24	31							
4	Identify Assets that will be Transferred	Mon 5/20/24	Thu 6/20/24	31							
5	Determine Outstanding Debts & Contract Obligations	Mon 5/20/24	Thu 6/20/24	31							
6	Develop a Capital Improvement Plan	Mon 5/20/24	Wed 7/10/24	51							
7	Develop Pro forma Budget	Wed 7/3/24	Wed 8/7/24	35							
8	Determine the Taxation-Levies, Rates, and Valuation	Thu 8/8/24	Thu 8/29/24	21							
9	Develop ILA for Interim Financing (9-1-25 through 4-15-26)	Thu 8/8/24	Thu 8/29/24	21							
10	**RECOMMEND - Budget, Levy, Rate, City Offset to RFAPC	Fri 8/30/24	Tue 10/1/24	32							
11	ORGANIZATION SUBCOMMITTEE	Mon 5/20/24	Fri 9/6/24	109							
12	Determine and Address Support Services	Mon 5/20/24	Fri 6/28/24	39							
13	Determine the Total FTE Positions	Mon 5/20/24	Fri 6/14/24	25							
14	Develop an RFA Organizational Chart	Mon 6/17/24	Fri 7/12/24	25							
15	Service Delivery - SOC	Thu 7/18/24	Mon 9/2/24	46							
16	**RECOMMEND - SOC, Organization, FTEs, Support Services	Wed 7/24/24	Fri 9/6/24	44							
17	GOVERNANCE SUBCOMMITTEE	Mon 5/20/24	Tue 10/1/24	134							
18	Determine RFA Board Size	Mon 5/20/24	Fri 5/31/24	11							
19	Determine members/positions recommended for the RFA Board	Mon 6/3/24	Thu 7/18/24	45							
20	Determine the makeup of the future of the Board, if different	Mon 7/29/24	Tue 9/3/24	36							
21	Establish Jurisdictional Boundaries and contract services	Tue 6/18/24	Tue 7/30/24	42							
22	Determine Facility Asset Transfers	Sun 7/7/24	Tue 7/23/24	16							
23	**RECOMMEND - Governance Model & Jurisdictional Boundaries to RFAPC	Wed 9/4/24	Tue 10/1/24	27							
24	COMMUNICATIONS SUBCOMMITTEE	Mon 6/17/24	Mon 5/12/25	329							
25	Meet & Develop COM Plan Framework	Mon 6/17/24	Fri 7/12/24	25							
26	Determine Core Messages	Mon 7/15/24	Fri 8/9/24	25							
27	Determine Target Audiences	Mon 8/12/24	Fri 9/6/24	25							
28	Develop Messaging Strategy	Fri 9/13/24	Fri 9/27/24	14							
29	**RECOMMEND Messaging Strategy to RFAPC	Mon 9/30/24	Mon 10/14/24	14							
30	Implement Messaging Strategy & Plan	Mon 9/30/24	Mon 5/12/25	224							
31	ESCI WORK PRODUCT	Mon 5/20/24	Wed 8/7/24	79							
32	ESCI - Introduction, History, and Needs Statement	Mon 5/20/24	Wed 5/29/24	9							
33	ESCI - Legal Authority and Powers of the RFA	Thu 5/30/24	Tue 7/2/24	33							
34	ESCI - Definitions	Fri 7/5/24	Wed 8/7/24	33							
35	**ESCI - RECOMMEND - History, needs statement, legal, and definitions to RFAPC	Fri 7/5/24	Wed 8/7/24	33							
36	DELIBERATIONS	Thu 10/17/24	Tue 12/31/24	75							
37	RFA Planning Committee	Thu 10/17/24	Thu 11/14/24	28							
38	Camas/Washougal City Deliberations & Resolution	Fri 11/15/24	Tue 12/31/24	46							
39	DEADLINES	Mon 12/30/24	Thu 4/30/26	486							
40	Camas & Washougal Pass Resolutions 60 Days prior to Election	Mon 12/30/24	Thu 1/23/25	24							
41	60 Day Notice Requirement for County Elections	Tue 1/28/25	Mon 4/21/25	83							
42	April Election - April 22, 2025 (RCW 29A.04.330)	Mon 4/21/25	Tue 4/22/25	1							
43	Set Effective Date for RFA (RCW 84.09.030(b)) (Before Oct 1)	Mon 9/1/25	Tue 9/2/25	1							
44	Collect Taxes for RFA	Wed 4/29/26	Thu 4/30/26	1							