



**Regional Fire Authority (RFA)  
Planning Committee Special Meeting Agenda  
October 2, 2024 4:00 PM  
Camas Council Chambers, 616 NE 4th AVE**



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*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](http://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/87202457255>

(public comments may be submitted to [publiccomments@cityofcamas.us](mailto:publiccomments@cityofcamas.us))

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**CALL TO ORDER**

**ROLL CALL**

**MEETING TOPICS**

1. [September 25, 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 and Recommendation  
Presenter: Bonnie Carter, Chair, City of Camas City Council and Molly Coston, City of Washougal City Council  
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: 15 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 25, 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, Coston, Wagner.

Remote: Council Member Russell (Joined at 4:09 p.m.)

Excused: Council Member Nohr

Staff: Carrie Davis, Shaun Ford, Cliff Free, Matt Thorup

Press: No one from the press was present.

**MEETING TOPICS**

1. September 18, 2024 Regional Fire Authority (RFA) Planning Committee Special Meeting Minutes Approval

**It was moved by Coston and seconded to approve the September 18, 2024 Regional Fire Authority (RFA) Planning Committee meeting minutes as presented. The motion carried unanimously.**

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

Council Member Carter provided a brief update on behalf of Chief Free.

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

Council Members Carter and Coston updated the committee, and discussion ensued.

4. Governance Subcommittee Report and Recommendation  
Presenter: Michelle Wagner, Chair, Washougal City Council and Richard Curtis, Project Advisor, ESCI

Curtis provided an update on the asset transfer plan. Discussion ensued.

**It was moved by Boerke and seconded to approve sections 2, 3, 4, and 11 of the asset transfer section for the Regional Fire Authority (RFA) as presented. The motion passed unanimously.**

The governance subcommittee will review the bullet points in section 6 of the asset transfer section at its October 2, 2024 meeting and plan to make a formal recommendation to the planning committee at its next meeting on October 2, 2024.

5. Communications Subcommittee Members Discussion  
Presenter: Bonnie Carter, Chair, Camas City Council

Due to time constraints, this item was moved to a future agenda.

6. Review of Timeline Relative to Outcomes  
Presenter: Richard Curtis, Project Advisor, ESCI

Due to time constraints, this item was moved to a future agenda.

#### **COMMENTS OR ADDITIONAL ITEMS**

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

#### **PUBLIC COMMENTS**

Zach Goodman, Camas, commented on three-person engine companies.

#### **CLOSE OF MEETING**

The meeting closed at 4:50 p.m.

ID	Task Name	Start	Finish	Total Days	2nd Quarter		3rd Quarter			4th Quarter	
					Apr	May	Jun	Jul	Aug	Sep	Oct
1	<b>FINANCE SUBCOMMITTEE</b>	<b>Wed 5/15/24</b>	<b>Tue 10/1/24</b>	<b>139</b>							
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	<b>ORGANIZATION SUBCOMMITTEE</b>	<b>Mon 5/20/24</b>	<b>Fri 9/6/24</b>	<b>109</b>							
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	<b>GOVERNANCE SUBCOMMITTEE</b>	<b>Mon 5/20/24</b>	<b>Tue 10/1/24</b>	<b>134</b>							
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	<b>COMMUNICATIONS SUBCOMMITTEE</b>	<b>Mon 6/17/24</b>	<b>Mon 5/12/25</b>	<b>329</b>							
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	<b>ESCI WORK PRODUCT</b>	<b>Mon 5/20/24</b>	<b>Wed 8/7/24</b>	<b>79</b>							
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	<b>DELIBERATIONS</b>	<b>Thu 10/17/24</b>	<b>Tue 12/31/24</b>	<b>75</b>							
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	<b>DEADLINES</b>	<b>Mon 12/30/24</b>	<b>Thu 4/30/26</b>	<b>486</b>							
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							