



**Regional Fire Authority (RFA) Planning Committee
 Special Meeting Agenda
 Wednesday, October 16, 2024, 4:00 PM
 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/87202457255>
 (public comments may be submitted to publiccomments@cityofcamas.us)

ROLL CALL

CALL TO ORDER

MEETING TOPICS

1. [October 9, 2024 Regional Fire Authority \(RFA\) Planning Committee Special Meeting Minutes](#)
 Presenter: [Bonnie Carter, Chair](#)
 Time Estimate: [5 minutes](#)
2. [Organization Subcommittee Report and Recommendation](#)
 Presenter: [Cliff Free, Fire Chief](#)
 Time Estimate: [10 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. [Communications Subcommittee Update](#)
 Presenter: [Bonnie Carter, Chair, Camas City Council](#)
 Time Estimate: [5 Minutes](#)
5. [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
October 9, 2024 4:00 PM
Camas Council Chambers, 616 NE 4th AVE**



Item 1.

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

CALL TO ORDER

ROLL CALL

Present: Council Members Coston, Wagner, and Nohr (Joined at 4:30 pm)

Remote: Council Members Russell and Boerke

Staff: Carrie Davis, Shaun Ford, Cliff Free, Cathy Huber Nickerson, Ron Schumacher

Press: No one from the press was present.

MEETING TOPICS

1. October 2, 2024 Regional Fire Authority (RFA) Planning Committee Special Meeting Minutes
Presenter: Bonnie Carter, Chair

It was moved by Boerke and seconded to approve the October 2, 2024 Regional Fire Authority (RFA) Planning Committee meeting minutes as presented. The motion carried unanimously.

2. Finance Subcommittee Report
Presenter: Bonnie Carter, Chair, City of Camas City Council and Molly Coston, City of Washougal City Council

Council Members Carter and Coston updated the committee, and discussion ensued. The subcommittee plans to present a recommendation to the planning committee at the October 16, 2024, meeting.

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

This was moved to item 2 on the agenda. Chief Free provided an update to the committee. The subcommittee plans to present a recommendation to the planning committee at the October 16, 2024, meeting.

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

This agenda item was skipped.

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

Curtis provided a timeline update to the committee.

COMMENTS OR ADDITIONAL ITEMS

PUBLIC COMMENTS

CLOSE OF MEETING

The meeting closed at 5:05 p.m.

Section 8: Organizational Structure

Organization Sub-Approved Date: _____

RFA-Approved Date: _____

Organizational Chart

The RFA shall be initially organized as provided in **Appendix C** of the RFA Plan; provided, however, that after the Effective Date, the Fire Chief shall have the authority to adjust the Organizational Chart as necessary to improve service delivery without amending the RFA Plan.

All personnel of the City of Camas/Washougal Fire Department in good standing as of the Effective Date shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in **Appendix C**. All said personnel shall be transferred on the Effective Date at their current rank, grade, and seniority.

All current employee agreements, collective bargaining unit agreements, outstanding labor issues, personal service contracts, and any other contracts or agreements pertaining to work, duties, services, or employment with Camas/Washougal Fire Department shall be transferred to the RFA with all fire department personnel on the Effective Date.

All current administrative and business functions, agreements, documents, operations, policies, and procedures from the Camas/Washougal Fire Department shall transfer over to the RFA unless otherwise noted in this Plan.

Contract for Services

In addition, a contract for services for various support services will be developed and intended to continue from a contract for service or other means.

- On or around the Effective Date, the RFA shall contract with the City of Camas to provide human resource services and benefit administration activities as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide accounts payable and accounts receivable services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide ambulance billing as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide facility maintenance services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall contract with the City of Camas to provide payroll services as outlined by an interlocal agreement.

- On or around the Effective Date, the RFA shall contract with the City of Camas to provide information technology services as outlined by an interlocal agreement.
- On or around the Effective Date, the RFA shall obtain liability and property insurance separately from the City of Camas and Washougal, which will be paid for by the RFA.

City Retained Administrative Service Responsibilities

The Cities of Camas and Washougal shall continue to provide the following services:

- The City of Camas LEOFF Board will continue to oversee LEOFF 1 benefits for the City of Camas retirees in accordance with the City of Camas LEOFF 1 Policies and Procedures.
- The City of Washougal LEOFF Board will continue to oversee LEOFF 1 benefits for the City of Washougal retirees in accordance with the City of Washougal LEOFF 1 Policies and Procedures.

The RFA may establish its own Civil Service process as provided by RCW 52.26.280 and RCW 52.26.100(6)(b) no later than January 1 of the first full calendar year after the Effective Date, and the City of Camas will continue to provide a Civil Service Board for the RFA during the interim at no cost to the RFA.

Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the City of Camas and the City of Washougal within the boundaries of each City. The agreements, operations, and procedures outlined in this Section may be adjusted as necessary to accomplish a seamless transition.

Transition

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

Section 9: Personnel & Administration

Organization Sub-Approved Date: _____

RFA-Approved Date: _____

Functions

All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Participating Jurisdictions shall transfer over to the RFA unless otherwise noted in this Plan.

Administration

All current personnel assigned to the Administration, including the Fire Chief, Division Chief, Fire Marshal, Division Chief of EMS, Fire Training Captain, and Administrative Support positions of the participating jurisdictions, shall be transferred over to the RFA on the Effective Date at their current rank, grade, and seniority to fulfill the duties of those positions outlined in the organizational structure in **Appendix C**, unless otherwise noted in the RFA Plan or labor agreement.

Operations

All current personnel assigned to Operations, including all personnel assigned to each of the four Battalions of the participating jurisdictions, shall be transferred over to the RFA on the Effective Date at their current rank, grade, and seniority to fulfill the duties of those positions outlined in the organizational structure in **Appendix C** unless otherwise noted in the RFA Plan or labor agreement.

Fire Prevention

All current personnel assigned to the Fire Marshal Division of the participating jurisdictions shall be transferred over to the RFA on the Effective Date at their current rank, grade, and seniority to fulfill the duties of those positions outlined in the organizational structure in **Appendix C** unless otherwise noted in the RFA Plan or labor agreement.

Labor and Other Agreements

All employee/member agreements, collective bargaining agreements, personal service contracts, and/or other contracts or agreements pertaining to work, duties, services, or employment with the current organization shall be transferred and assigned to the RFA on the Effective Date.

Other

On the Effective Date, the RFA shall administer and conduct all hiring and promotional processes, logistics, and purchasing and provide its general legal services.

Transition

The PERSONNEL & ADMINISTRATION section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

Section 10: Operations and Services

Organization Sub-Approved Date: _____

RFA-Approved Date: _____

Fire Protection and Emergency Medical Services

All current operational and service delivery aspects of the Camas/Washougal Fire Department, including fire protection, community risk reduction, hazardous materials, specialized rescue, and first response EMS, shall be transferred to the RFA on the Effective Date. Current and proposed staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Camas/Washougal Fire Department shall be transferred to the RFA and continued at the current level of service on the Effective Date.

All automatic aid and mutual aid agreements, interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Camas/Washougal Fire Department with respect to the above-listed services shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency service coverage.

Ambulance Services

All current operational and service delivery aspects of the Camas/Washougal Fire Department's EMS Ambulance services shall be transferred to the RFA on the Effective Date. Current staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Camas/Washougal Fire Department shall be transferred to the RFA and continued at the current level of service on the Effective Date.

All current automatic aid and mutual aid agreements, interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Camas/Washougal Fire Department with respect to the above-listed services shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency service coverage.

The current agreement with East County Fire and Rescue (ECFR) for ALS Ambulance services shall be transferred to the RFA on the Effective Date, and the same level of service as defined in the agreement shall remain in effect.

Code Management

The Cities, through their Camas/Washougal Fire Department, currently provide fire prevention and code enforcement fire investigation activities in the City of Camas and the City of Washougal. The Code enforcement activities include initial and annual inspections, a review of the new construction plan, development review processes, and consultation with both the City's Building Officials.

The authority of the RFA to establish and provide fire code management, prevention, community risk reduction, and public education components of the RFA is provided in the Revised Code of Washington 52.12.031(4).

Unless otherwise noted in the RFA Plan, the transfer of authority for fire code management, prevention, public education, community risk reduction, and support services of the RFA shall be seamless and shall initially model the current Fire Prevention and Education services utilized.

The RFA Fire Marshal will work collaboratively with the Cities of Camas and Washougal in developing, adopting, and updating municipal standards regarding fire prevention and fire/life safety codes.

The RFA Fire Marshal will work closely with the Cities of Camas and Washougal in reviewing and making recommendations on all new construction and development projects within the RFA to include respective annexation and Urban Growth areas in accordance with municipal standards for fire prevention and fire/life safety codes.

The Cities of Camas and Washougal will retain code enforcement authority in accordance with Washington State law for their respective jurisdictions.

The RFA will provide all inspection and fire prevention services and will rely on the respective jurisdiction for code enforcement powers as granted by the State of Washington and as outlined in an interlocal agreement between the RFA and the Cities.

The Cities of Camas and Washougal Legal Departments will provide the RFA legal services necessary to operate the RFA fire prevention division in matters within the City limits and its' Urban Growth Areas. However, the primary legal services for code enforcement activities will remain with each City participating in the RFA for activities occurring within said participating jurisdictions.

On the Effective Date, Code Enforcement Services within the boundaries of the RFA shall be provided as follows:

- The City of Camas will designate the RFA Fire Chief as its Fire Chief, who in turn will delegate the RFA Fire Marshal as the Fire Code Official responsible for performing the duties described. The RFA shall conduct code enforcement activities within the City of Camas. The City of Camas shall collaborate with the RFA in such activities and provide any necessary police support and prosecution of criminal acts when appropriate.
- The City of Washougal will designate the RFA Fire Chief as its Fire Chief, who in turn will delegate the RFA Fire Marshal as the Fire Code Official responsible for performing the duties described. The RFA shall conduct code enforcement activities within the City of Washougal. The City of Washougal shall collaborate with the RFA in such activities and provide any necessary police support and prosecution of criminal acts when appropriate.

Public Education

The RFA will offer numerous opportunities to engage and educate the Camas and Washougal communities through a series of events, including the Fire Department Open House, Family Promise Program, Fourth of July and New Year's Eve risk reduction outreach, Harvest Festival, Fire Prevention Week, Hometown Holidays, and various other occasions.

Origin and Cause Investigation

The RFA shall conduct origin and cause investigation within the cities of Camas and Washougal and, except as provided in the Interlocal Agreement, the City of Camas and Washougal Police Departments shall provide the necessary prosecution and police support for enforcement of fire investigation issues.

The RFA Fire Marshal will assume responsibility for all fire investigation activities within the RFA. The RFA Fire Marshal will work closely with the Camas and Washougal Police Departments in processing any case, including preservation of evidence, chain of custody, suspects, and persons of interest for all cases arising from origin and cause investigations within the jurisdictional boundaries of either city.

Emergency Management Services

The City of Camas and Washougal each currently provide Emergency Management Services through an agreement with Clark Regional Emergency Services Agency (CRESA) within their respective boundaries in accordance with RCW 38.52.070 (1).

On the Effective Date, Emergency Management Services within the boundaries of the RFA shall be provided as follows:

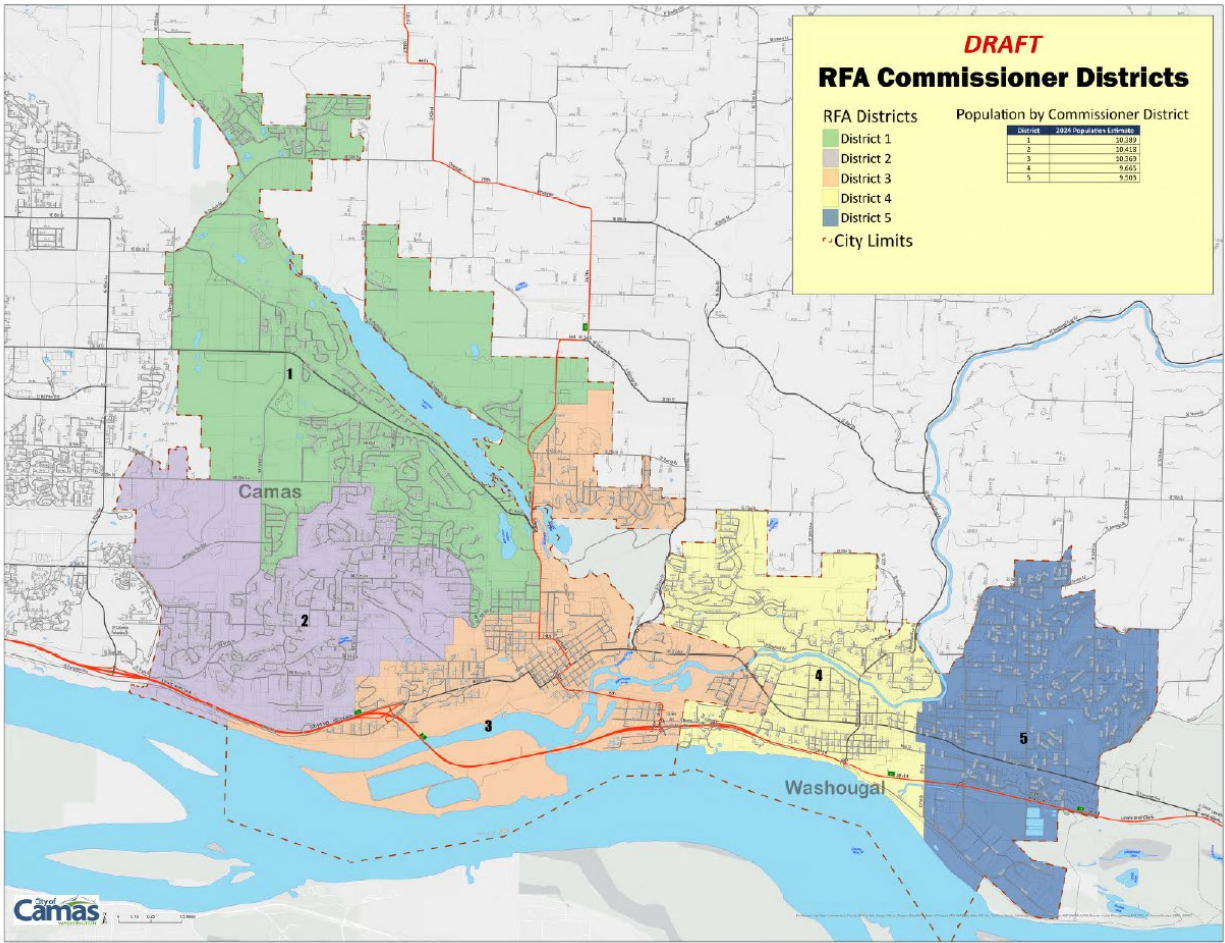
- The City of Camas may retain emergency management services via a contract for services with CRESA.
- The City of Washougal may retain emergency management services via a contract for services with CRESA.
- The RFA shall collaborate with each City's Emergency Management program and participate in exercises and training to the extent necessary for each community.

Transition

The RFA will provide the same level of service currently provided as defined in the Standard of Cover in **Appendix B** of this plan. Unless otherwise noted in the RFA Plan or the related interlocal agreements referenced in the Plan required to establish the RFA, the transfer of authority to the RFA shall be seamless.

The OPERATIONS AND SERVICES section of the RFA Plan is subject to amendment by a majority vote of the RFA Governing Board.

Appendix A: RFA Commissioner District Map¹



¹City of Camas Population Projection Method: Population counts used for districting the 5 RFA Commissioner Districts are based on current housing unit counts from the Clark County Assessor records and persons per household (PPH) figures from the 2020 US Census counts. The estimates are based on the number of units (single family, multi-family, condos, mobile homes) per tax lot multiplied by the PPH numbers for the census block the tax lot is within. The PPH numbers typically do not change much over shorter periods of time (10 years). If the census block did not have a PPH, due to no housing at the time of the census, the countywide PPH is used. Once the boundaries are drawn the parcel level population is summarized for the 5 boundaries. This process has been used for several years by the county for estimating population and redistricting for all types of districts and other areas.



Appendix B: Standard of Cover

Standard of Cover

A brief description of the community's population, characteristics, community risks, and business environment provides the context for hazard mitigation and development of the standard of cover document. The following Table of Contents will address the critical components of a standard of cover.

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COMMUNITY

Population and Demographics²

Camas-Washougal Fire Department serves the municipalities of the City of Camas and the City of Washougal, which collectively cover over 20 square miles and serve approximately 31,167 citizens in Camas and 19,168 citizens in Washougal (U.S. Census Bureau estimate, 2020) for a combined 50,344 population for fire and EMS services. In addition, CWFD serves East County Fire & Rescue for Emergency Medical Services and Advanced Life Support (ALS) ambulance transportation. This enlarges the service area to over 80 square miles, catering to more than 10,362 residents and bringing the total number of citizens served by the wider Advanced Life Support Ambulance service area to 60,706.

Naturally Occurring Characteristics

The cities of Camas and Washougal region are in southwest Washington state, part of Clark County, along the northern banks of the Columbia River. Both cities are within the Portland-Vancouver metropolitan area, situated about 15-20 miles east of Vancouver, WA, and Portland, OR.

Geography

The City of Camas lies near the western end of the Columbia River Gorge, nestled between the river to the south and rolling hills to the north and east. The Washougal region encompasses the City of Washougal and surrounding rural areas to the east. The Columbia River borders the region to the south and is adjacent to the foothills of the Cascade Mountains to the northeast.

Topography

The topography of the area is varied. Camas features a mix of flat, lowland areas along the river, gently rolling hills, and steeper, forested areas as you move northward. The elevation increases moving away from the Columbia River, with some bluffs and escarpments offering scenic views. Washougal also has a varied landscape, with flat areas near the river and more rugged terrain further inland. The Washougal River runs through the City, contributing to the region's rugged landscape.

Human Related Characteristics³

Camas

The City of Camas has experienced significant growth in recent decades, becoming a desirable suburb in the Portland-Vancouver metro area due to its proximity to employment hubs and natural beauty.

Demographics: Camas has a predominantly White population, making up around 85% of residents, with smaller proportions of Asian (7%), Hispanic or Latino (6%), and African American (1%) populations.

Education: The City is highly educated, with over 50% of residents holding at least a bachelor's degree, which is significantly higher than the national average.

² University of Washington, Geology Department – Geologic History of the Columbia River Basalt Group

³ American Community Survey, 2022 - 5-Year Estimates

Economy: Camas has a median household income of \$ 133,829, well above both the state and national averages. Historically an industrial city due to its paper mill, it has transitioned into a tech-centric economy, with many residents working in professional, scientific, and technical services.

Housing: The City has a relatively high rate of homeownership, with about 78% of housing units being owner-occupied.

Washougal

The City of Washougal, located just east of Camas, has a more rural feel but is also growing rapidly. As of the 2020 Census, the population of Washougal was around 17,039 people, showing steady growth in line with the region.

Demographics: Washougal's population is also predominantly White (over 85%), with smaller percentages of Hispanic or Latino (6%), Asian (2%), and African American (1%) residents.

Education: About 35% of Washougal residents have a bachelor's degree or higher, which, while lower than Camas, is still above the national average.

Economy: The median household income in Washougal is around \$97,295, lower than Camas but above the national median. Many residents commute to nearby employment centers in Camas, Vancouver, or Portland. Washougal also has some local industries, particularly in manufacturing and construction.

Housing: The homeownership rate in Washougal is similar to Camas, with about 76% of homes being owner-occupied.

Community Growth Planning

Camas

In the City of Camas, recent history reflects consistent growth at an increasing rate. Between 2014 and 2017, Camas saw an average of 235 homes constructed per year. In 2018, 275 homes were added to the city inventory, and in 2019, the number increased to an estimated 550 homes (including condominiums and apartments) at the midpoint of the year. Existing plans include approximately 2,500 housing units on the north end of Lacamas Lake (Northshore/Green Mountain) and an additional approximately 2,500 infill units distributed throughout the City. According to the 2035 Comprehensive Plan, the population of Camas is projected to be 34,098. Existing building height restrictions are 35 feet for residential properties and between 65 and 100 feet for commercial structures.

The *Camas 2035 Comprehensive Plan* identifies within its vision statement "... a variety of businesses that offer stable employment opportunities and family-wage jobs in the medical and high-tech fields." Camas is a gateway to nature and recreational opportunities, leading to a robust tourism industry. Professional office, medical, and industrial uses will typify western Camas, with retail businesses supporting the large campus firms. The north shore area will fulfill the employment and retail needs of the growing population on the northeast side and reduce trips outside of the City."

Washougal

The City of Washougal has a different philosophy on growth. The *Washougal 2035 Comprehensive Plan* states that "Washougal can fulfill the 20-year forecasted population and employment needs within the existing urban growth boundary; therefore, Washougal is not seeking an urban growth boundary expansion as part of this periodic Comprehensive Plan update process." After significant effort to gather community input for a common vision for the City, the feedback reflected:

- A desire for a variety of housing types in the Northwest UGA while maintaining the rural feel of the area;
- Limited commercial or retail uses would be appropriate, but did not want large employment centers in the Northwest UGA;
- Parks and trail connectivity are important, as well as the potential for community-serving uses, such as a community center;
- The Northeast UGA participants wanted to see a variety of housing types but only limited employment-related uses;
- Participants expressed a desire for community spaces and parks and trails and thought some small, neighborhood retail uses could be appropriate;
- Workshop participants made it clear that Washougal City Center needs to take advantage of its natural setting and proximity to the Gorge, the Columbia and Washougal Rivers, the wildlife refuge, and other natural amenities.

The comprehensive plan reports that participants expressed the need for a vision to knit Washougal together and create a new identity. In short, the desired vision is to maximize natural amenities, maintain a rural feel in the northern portions of the City, and retain a small-town feel in the downtown area, but with convenient retail amenities to serve the city residents.

The majority of Washougal is zoned urban low-density residential, with town center designation in the center of the City and general commercial zoning on the north side of Evergreen Way/E Street and the west end of State Route 14 on both sides. Heavy industry is limited to the port area on the south side of State Route 14 along the Columbia River, buffered by parks and open space.

Growth in the City has been limited, with an estimated 281 homes to be added in the northwest area of the City in the near to midterm. Most of the growth in the City will be infill, and that will be limited. Industrial growth is primarily contained in the Port of Camas Washougal along the banks of the Columbia River within Washougal. Commercial growth is anticipated along E Street, the waterfront, and the City will soon begin working on a subarea plan with a possible planned action ordinance for its Town Center Districts. This planning process will look at ways to increase population and employment within these downtown districts.

Washougal's current building height restriction is 35 feet for residential properties and up to 75 feet for commercial structures. The existing maximum building height in the Town Center districts is 55 feet; however, as part of the subarea plan work, there may be some discussion about increasing the height.

Business Overview - Camas and Washougal⁴

Camas

As of 2020, Camas had a diverse and growing economy, transitioning from its historical roots in paper manufacturing to a more tech and services-oriented business environment with approximately 1700 total businesses. The following table provides data on the types of businesses.

Figure 1: Types of Businesses - City of Camas

Industry	Percentage	Details
Professional, Scientific, and Technical Services	20%	tech and consulting
Manufacturing	12%	advanced manufacturing
Retail Trade	15%	local shops, food services
Health Care and Social Assistance	10%	
Construction	8%	

Washougal

Washougal's business landscape is slightly smaller and more locally oriented, with a focus on manufacturing, construction, and retail, with approximately 1,200 businesses.

Figure 2: Types of Businesses - City of Washougal

Industry	Percentage	Description
Manufacturing	18%	small-medium scale, light industrial
Construction	14%	contractors, home builders
Retail Trade	12%	local retail and restaurants
Professional, Scientific, and Technical Services	8%	
Accommodation and Food Services	10%	

Natural Disaster Risks^{5 6 7}

The CWFD plans for and prepares for natural hazards and will deploy to the highest need, affecting the most citizens. The top four natural hazard risks for the Cities of Camas and Washougal are illustrated here.

Earthquakes

Both Camas and Washougal are located near the Cascadia Subduction Zone, which poses a significant earthquake risk. A major earthquake in this zone could cause widespread damage due to ground shaking, infrastructure failure, and landslides.

⁴ U.S. Census Bureau – 2020 Economic Census, Camas & Washougal Business Data

⁵ U.S. Geological Survey – Cascadia Earthquake Hazards.

⁶ FEMA – Flood Risk Maps for Washington

⁷ National Interagency Fire Center – Wildfire Risk for Pacific Northwest

Flooding

Both cities contain shorelines on the Columbia River and the Washougal River, making them vulnerable to flooding, particularly during heavy rainfall or rapid snowmelt. The areas closest to the rivers are at the greatest risk of inundation.

Landslides

The hilly terrain in and around Camas and Washougal, especially near the foothills of the Cascade Mountains, is susceptible to landslides. Heavy rainfall or seismic activity can trigger slides, affecting homes and transportation routes in these areas.

Wildfires

The surrounding forests and the dry summer climate put both cities at risk of wildfires, especially in the wildland-urban interface areas. Prolonged droughts, strong gorge winds, and steep topography increase the likelihood of fire events, which could threaten homes and air quality.

CAMAS WASHOUGAL FIRE DEPARTMENT (CWFD)

Agency Description

The Camas/Washougal Fire Department (CWFD), after over 35 years of cooperation, officially merged operationally under an interlocal agreement on December 4, 2013. Now serving two rapidly developing cities with distinct visions, an operationally combined department is stronger yet faces challenges such as outdated facilities and understaffing. CWFD provides an array of emergency services that include:

- Fire Suppression
- Fire Investigation
- Fire inspection of occupancies within the City of Camas and the City of Washougal
- Transporting Advanced Life Support (ALS) Emergency Medical Services
- First Response Advanced Life Support (ALS) Emergency Medical Services
- Public Education
- Fire Prevention
- Hazardous materials "Awareness Level" Response⁸
- Low-angle Rescue
- Automatic and Mutual emergency response to neighboring jurisdictions

In 2024, the Washington Surveying and Rating Bureau (WSRB) assigned both the Cities of Camas and Washougal a Class 4 rating, focusing solely on assessing fire protection risks. WSRB assigns each community in Washington State a Protection Class of 1 through 10, where 1 indicates exemplary fire protection capabilities, and 10 indicates the capabilities, if any, are insufficient for insurance credit. The CWFD intends to maintain and potentially improve the rating in future years.

Mission and Values

The Camas/Washougal Fire Department delivers professional services to the community by following its mission and values, which are reflected in its strategic goals.

Mission

To provide the highest quality service to our community through the protection and preservation of life and property.

Values

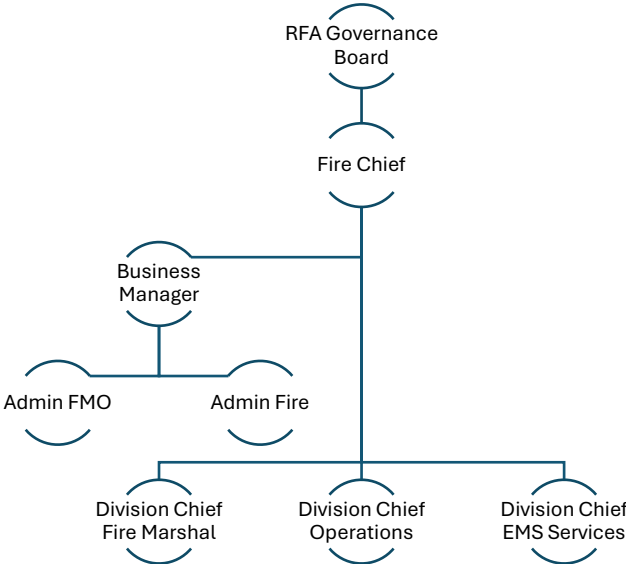
- Excellence
- Courtesy, equality, and respect
- Professionalism
- Readiness, education, and training
- Competency and accountability
- Integrity
- Dependability, trust, and honesty
- Enthusiasm, optimism and recognition
- Pride

⁸ The Technical Rescue includes high and low angle rescue, confined space rescue, trench rescue, water rescue, and hazardous materials responses, many of the technical responses include regional agencies who have higher level of certified technicians specializing in specific incident types.

Administration/Support Services

The Camas/Washougal Fire Department provides efficient management in delivering community services. This includes overseeing the administrative functions: managing an ALS Ambulance service, delivering Community Risk Reduction programs such as fire code enforcement, fire investigation, and public education, and handling business matters such as financial planning and budgeting. The administrative team staffing is outlined in the following organizational structure.

Table 1: Administrative Organization Structure



24-Hour Shift Staffing

The CWFD provides the following requirements of the 24-hour shift staffing model, which shall consist of the following apparatus and station assignments.

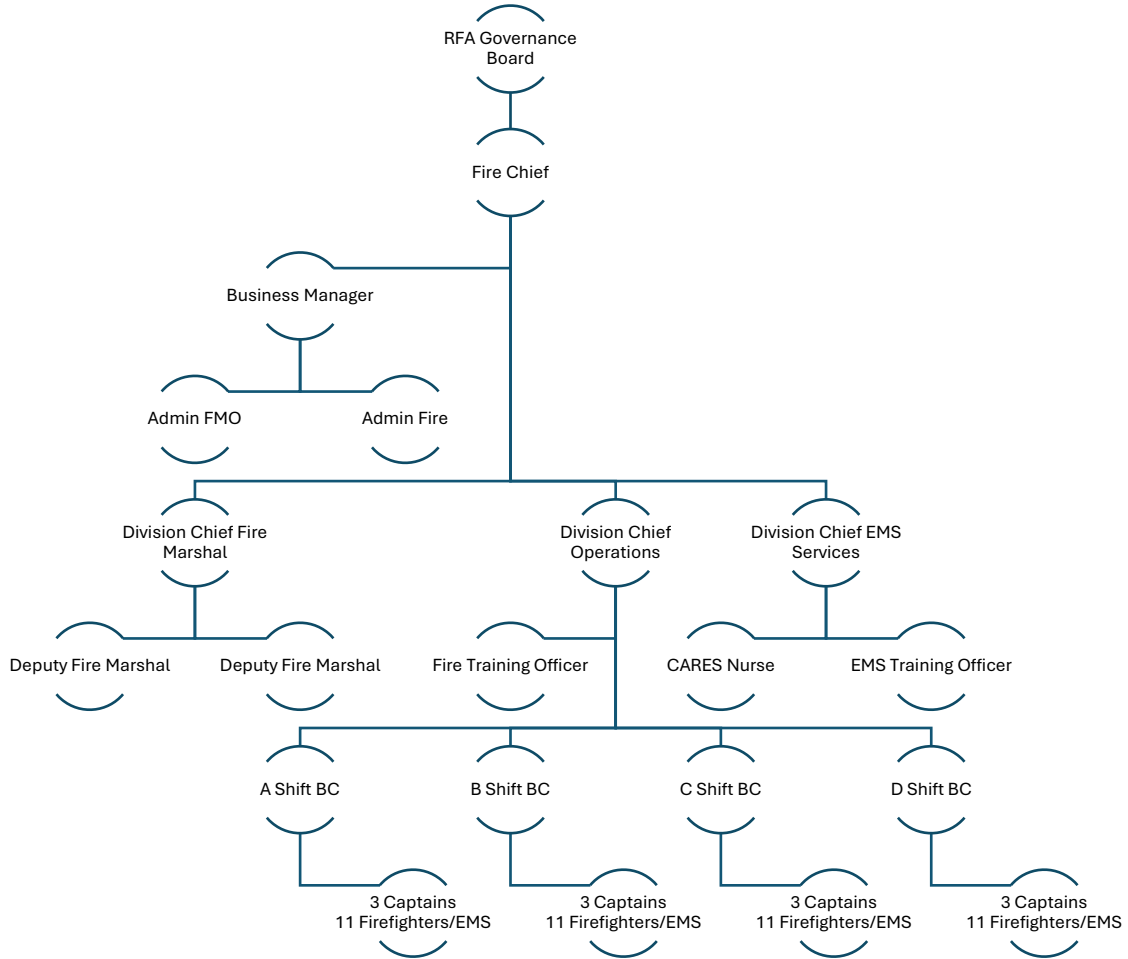
- A minimum of three (3) Captains or Acting Captains
- A minimum of nine (9) Firefighter/ Paramedics & EMTs
- A minimum of one (1) Battalion Chief or Acting Battalion Chief
- Additional staffing requirements:
 - Engine companies shall have a minimum of one (1) Captain or one (1) qualified Acting Captain and one (1) qualified Paramedic
 - Ambulances shall be assigned a minimum of one (1) Paramedic and one (1) EMT
 - CWFD shall provide licensed Aid and Transport services through the entire CWFD service area.

Table 2: Station and Apparatus Assignments

Station 41	Station 42	Station 43
1 Battalion Chief position (Assigned to Station 41, responding throughout Service Area)		
ONE FIRE ENGINE COMPANY Engine 41 One Officer and One Firefighter <i>(includes 1 paramedic position)</i>	ONE FIRE ENGINE COMPANY Engine 42 One Officer and One Firefighter <i>(includes 1 paramedic position)</i>	ONE FIRE ENGINE COMPANY Engine 43 One Officer and One Firefighter <i>(includes 1 paramedic position)</i>
ONE MEDIC AMBULANCE Medic 41 Two Firefighter/EMS positions <i>(includes 1 paramedic position)</i>	ONE MEDIC AMBULANCE Medic 42 Two Firefighter/EMS positions <i>(includes 1 paramedic position)</i>	ONE MEDIC AMBULANCE Medic 43 Two Firefighter/EMS positions <i>(includes 1 paramedic position)</i>
ONE WILDLAND ENGINE (CS) Brush 41 Cross-staffed from Engine 41	ONE WILDLAND ENGINE (CS) Brush 42 Cross-staffed from Engine 42	ONE WILDLAND ENGINE (CS) Brush 43 Cross-staffed from Engine 43
ONE MEDIC AMBULANCE (CS) Medic 44 Cross staff from E41 <i>(includes 1 paramedic position)</i>		<i>(CS) = Cross-Staffed Units – Staff switches from one unit to another unit, dependent on incident type.</i>

Total Organizational Overview

The entire organizational structure for the delivery of administrative and operational services is shown below. Operations personnel who work a 24-shift schedule are divided into a four-platoon schedule.



PERFORMANCE STANDARDS

The CWFD has established the following performance standards for the community to identify the level of service to be expected.

Turnout Time

The Camas Washougal Fire Department has adopted a turnout time standard of two (2) minutes 90% of the time.

First Engine Arrival at Fire Suppression Incident

The Camas Washougal Fire Department has adopted a travel time standard of five (5) minutes for the first fire engine (2 Firefighters) to arrive at a fire suppression incident within their first due area 90% of the time.

Deployment of Effective Response Force (ERF) at a fire suppression incident

The Camas Washougal Fire Department has adopted a travel time standard of ten (10) minutes to deploy an ERF (11 Firefighters) when responding to fire suppression incidents within the City of Camas and the City of Washougal 90% of the time.

First Response Medical Aid Vehicle arriving at an EMS incident.

The Camas Washougal Fire Department has adopted a travel time standard of five (5) minutes in the urban area and nine (9) minutes in the suburban area for the arrival of the first emergency medical aid vehicle (2 EMTs) when responding within their first due area 90% of the time.

Arrival of Advanced Life Support Transport unit at an emergency medical incident.

The Camas Washougal Fire Department has adopted a travel time standard of nine (9) minutes in the urban area, thirteen (13) minutes in the suburban area, and twenty-one (21) minutes in the rural area for the arrival of Transport Capable EMS Medic unit with a minimum of one Firefighter Paramedic 90% of the time.

Tech Rescue (Hazardous Materials, Low Angle & Water Rescue & Vehicle Extrication)

The Camas Washougal Fire Department Firefighters Awareness Level hazardous materials response within the City of Camas and the City of Washougal, Technician Level low angle & water rescue and vehicle extrication response. The Camas Washougal Fire Department's response time standard for this category of incidents is the same as the "First Engine Arrival" and "Deployment of ERF standards."

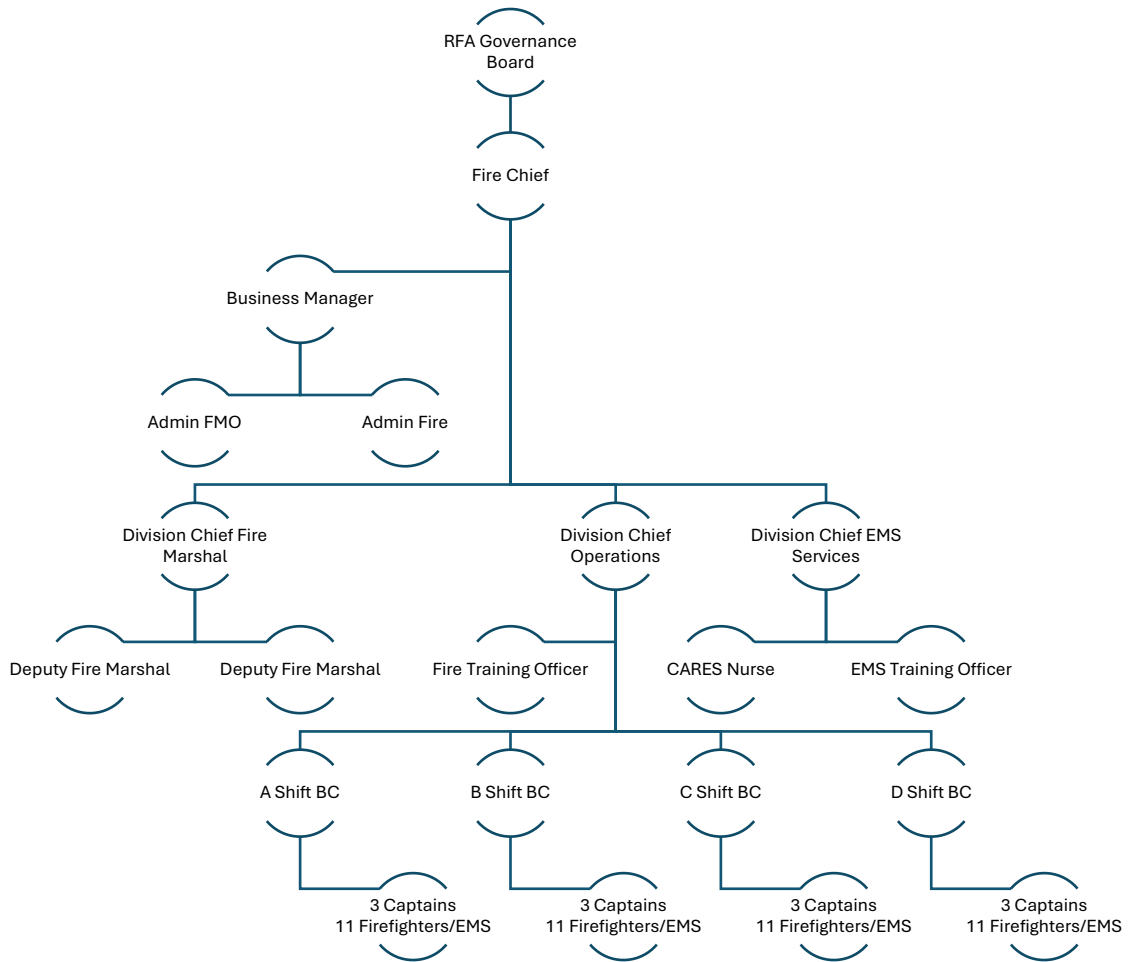
Code Enforcement/Public Education

The Camas Washougal Fire Department has adopted the following inspection standards: annual business inspections of high-risk occupancies annually, moderate-risk occupancies semi-annually, and low-risk occupancies once every three years within the Cities of Camas and Washougal. Upon receipt of the complete project application for new construction occupancy plans, the Fire Marshal's office will review for code compliance and return comments within 3 weeks.

In compliance with RCW 43.44.050, the fire department chief shall assign qualified investigators to investigate the origin, cause, circumstances, and extent of all fire-related losses within the municipal boundaries of Camas and Washougal.

Each year, the RFA will offer numerous opportunities to engage and educate the Camas and Washougal communities through a series of events, including the Fire Department Open House, Family Promise Program, Fourth of July and New Year's Eve risk reduction outreach, Harvest Festival, Fire Prevention Week, Hometown Holidays, and various other occasions.

Appendix C: Organizational Structure



Section 5: Funding and Finance (Review at RFAPC)

Finance Sub-Approved Date: _____

RFAPC-Approved Date: _____

Interim RFA Finances

The Cities of Camas and Washougal will provide the RFA with interim funding **not to exceed \$4,616,593 in order to support its operations from January 1, 2026, until June 1, 2026**, at which time the RFA will begin receiving ad valorem taxes from the new RFA Levy. An interlocal agreement between the RFA and the Cities will specify the proportional allocation for each city's amount to loan, how the RFA shall seek drawdowns of such funds, and the terms for the RFA to repay the borrowed monies. All funds obtained by each of the two cities from Camas and Washougal Emergency Medical Services Levies, fire code permit fees, and other miscellaneous revenues will be transferred to the RFA by an agreement.

RFA Revenues

The RFA intends to utilize the following funding sources during the initial years of its existence:

- Ad valorem property taxes, pursuant to RCW 52.26.140 and RCW 52.26.050, with **an initial fire levy rate set at \$1.0? per thousand dollars of assessed valuation.**
- Revenues from ad valorem property taxes under the **existing EMS Levies** of each city will be transferred to the RFA through an agreement between the Clark County Treasurer and the RFA.
- Contract payments for **East County Fire & Rescue EMS levy revenues** shall be transferred to the RFA through an agreement between the Clark County Treasurer and the RFA.
- The RFA will charge and collect **ground ambulance transport fees** in accordance with policies adopted by the RFA Governing Board.
- **Impact fees** allowed and collected by law and by the ordinances of Camas and Washougal shall be transferred to the RFA through agreements between the Cities of Camas and Washougal and the RFA.
- To the extent permitted by law, the RFA Governance Board shall have the **authority to pursue contracts** with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
- The RFA shall execute interlocal agreements with the cities of Camas and Washougal to collect and remit **permit, plan review, and inspection fees** collected by each city.

Policy

The RFA governing body on or after the Effective Date shall establish a Reserve Fund Balance policy and approve an Equipment Replacement Plan and Capital Improvement Plan with considerations made in the transitional finance assumptions.

Transition

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

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							