



Regional Fire Authority (RFA) Committee Meeting Agenda Wednesday, March 06, 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://zoom.us/j/96653333849>

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

CALL TO ORDER

ROLL CALL

COMMITTEE MEETING TOPICS

1. Welcome and Introductions
Presenter: Bonnie Carter
Time Estimate: 10 minutes
2. Establish an RFA Committee Chair
Presenter: Bonnie Carter
Time Estimate: 10 minutes
3. [Timeline/Purpose/Goals of the Committee](#)
[Presenter: Doug Quinn, City Administrator, Camas and David Scott, City Manager, Washougal](#)
[Time Estimate: 10 minutes](#)
4. Professional Services Provider Discussion
Presenter: Doug Quinn, City Administrator, Camas and David Scott, City Manager, Washougal
Time Estimate: 15 minutes
5. Public Engagement Opportunities Discussion
Presenter: Doug Quinn, City Administrator, Camas and David Scott, City Manager, Washougal
Time Estimate: 15 minutes

PUBLIC COMMENTS

This is the public's opportunity to comment about any item on the agenda.

CLOSE OF MEETING

These materials are archived electronically by the City of Camas. DESTROY AFTER USE.

Chapter 52.26 RCW
REGIONAL FIRE PROTECTION SERVICE AUTHORITIES

Sections

52.26.010	Findings.
52.26.020	Definitions.
52.26.030	Planning committee—Formation—Powers.
52.26.040	Planning committee—Formulation of service plan— Competition with private ambulance service.
52.26.050	Service plan—Taxes and benefit charges.
52.26.060	Service plan—Submission to voters.
52.26.070	Service authority—Formation—Challenges.
52.26.080	Organization and composition of governing board— Commissioner positions, districts.
52.26.090	Powers of governing board—Designation of some other person as treasurer, when authorized.
52.26.100	Transfer of responsibilities and employees to authority— Civil service system.
52.26.110	Withdrawal, reannexation of territory.
52.26.120	Dissolution of fire protection district—Election— Transfer of responsibilities.
52.26.130	Debt—Interlocal contracts—General obligation bonds.
52.26.140	Levy of taxes—Levies authorized by special election— Indebtedness—Definition.
52.26.150	Levy of taxes—To be made by county or counties where authority is located.
52.26.160	Taxation of lands lying within authority and forest protection assessment area.
52.26.170	Collection of taxes.
52.26.180	Benefit charges—Exemptions—Annual review—Definitions.
52.26.190	Benefit charges—Exemptions.
52.26.200	Benefit charges—Resolution—County assessor's duties.
52.26.210	Benefit charges—Administration and collection by county treasurer.
52.26.220	Benefit charges—Submission to voters—Renewal.
52.26.230	Benefit charges—Establishment—Public hearings—Notice to property owners.
52.26.240	Benefit charges—Limitation on imposition of property tax.
52.26.250	Benefit charges—Complaints—Review board.
52.26.260	Benefit charges—Model resolution—Assistance by Washington fire commissioners association.
52.26.270	Benefit charges—Additional exemption.
52.26.280	Civil service—When authorized or required.
52.26.290	Annexation of territory.
52.26.300	Annexation of fire protection jurisdiction within reasonable proximity to authority.
52.26.310	Biennial budget authority.

RCW 52.26.010 Findings. The legislature finds that:

(1) The ability to respond to emergency situations by many of Washington state's fire protection jurisdictions has not kept up with the state's needs, particularly in urban regions;

(2) Providing a fire protection service system requires a shared partnership and responsibility among the federal, state, local, and regional governments and the private sector;

(3) There are efficiencies to be gained by regional fire protection service delivery while retaining local control; and

(4) Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection service agencies, using already existing taxing authority to address fire protection emergency service needs and new authority to address critical fire protection projects and emergency services. [2004 c 129 § 1.]

RCW 52.26.020 Definitions. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Board" means the governing body of a regional fire protection service authority.

(2) "Elected official" means an elected official of a participating fire protection jurisdiction or a regional fire protection district commissioner created under RCW 52.26.080.

(3) "Fire protection jurisdiction" means a fire district, regional fire protection service authority, city, town, port district, municipal airport, or Indian tribe.

(4) "Participating fire protection jurisdiction" means a fire protection jurisdiction participating in the formation or operation of a regional fire protection service authority.

(5) "Reasonable proximity" means geographical areas near enough to each other so that governance, management, and services can be delivered effectively.

(6) "Regional fire protection service authority" or "authority" means a municipal corporation, an independent taxing authority within the meaning of Article VII, section 1 of the state Constitution, and a taxing district within the meaning of Article VII, section 2 of the state Constitution, whose boundaries are coextensive with two or more fire protection jurisdictions located within reasonable proximity and that has been created by a vote of the people under this chapter to implement a regional fire protection service authority plan.

(7) "Regional fire protection service authority plan" or "plan" means a plan to develop and finance a regional fire protection service authority project or projects including, but not limited to, specific capital projects, fire operations and emergency service operations pursuant to RCW 52.26.040(3)(b), and preservation and maintenance of existing or future facilities.

(8) "Regional fire protection service authority planning committee" or "planning committee" means the advisory committee created under RCW 52.26.030 to create and propose to fire protection jurisdictions a regional fire protection service authority plan to design, finance, and develop fire protection and emergency service projects.

(9) "Regular property taxes" has the same meaning as in RCW 84.04.140. [2018 c 28 § 5; 2017 c 196 § 7. Prior: 2011 c 141 § 1; 2006 c 200 § 1; 2004 c 129 § 2.]

Effective date—2017 c 196 §§ 1-9, 11, 13, and 14: See note following RCW 52.26.220.

RCW 52.26.030 Planning committee—Formation—Powers. Regional fire protection service authority planning committees are advisory entities that are created, convened, and empowered as follows:

(1) Any two or more fire protection jurisdictions located within reasonable proximity may create a regional fire protection service authority and convene a regional fire protection service authority planning committee. No fire protection jurisdiction may participate in more than one created authority.

(2) Each governing body of the fire protection jurisdictions participating in planning under this chapter shall appoint three elected officials to the authority planning committee. Members of the planning committee may receive compensation of seventy dollars per day, or portion thereof, not to exceed seven hundred dollars per year, for attendance at planning committee meetings and for performance of other services in behalf of the authority, and may be reimbursed for travel and incidental expenses at the discretion of their respective governing body.

(3) A regional fire protection service authority planning committee may receive state funding, as appropriated by the legislature, or county funding provided by the affected counties for start-up funding to pay for salaries, expenses, overhead, supplies, and similar expenses ordinarily and necessarily incurred. Upon creation of a regional fire protection service authority, the authority shall within one year reimburse the state or county for any sums advanced for these start-up costs from the state or county.

(4) The planning committee shall conduct its affairs and formulate a regional fire protection service authority plan as provided under RCW 52.26.040.

(5) At its first meeting, a regional fire protection service authority planning committee may elect officers and provide for the adoption of rules and other operating procedures.

(6) The planning committee may dissolve itself at any time by a majority vote of the total membership of the planning committee. Any participating fire protection jurisdiction may withdraw upon thirty calendar days' written notice to the other jurisdictions. [2018 c 28 § 3; 2017 c 196 § 8; 2004 c 129 § 3.]

Effective date—2017 c 196 §§ 1-9, 11, 13, and 14: See note following RCW 52.26.220.

RCW 52.26.040 Planning committee—Formulation of service plan—Competition with private ambulance service. (1) A regional fire protection service authority planning committee shall adopt a regional fire protection service authority plan providing for the governance, design, financing, and development of fire protection and emergency services. The planning committee may consider the following factors in formulating its plan:

(a) Land use planning criteria; and

(b) The input of cities and counties located within, or partially within, a participating fire protection jurisdiction.

(2) The planning committee may coordinate its activities with neighboring cities, towns, and other local governments that engage in fire protection planning.

(3) The planning committee shall:

(a) Create opportunities for public input in the development of the plan;

(b) Adopt a plan proposing the creation of a regional fire protection service authority and recommending governance, design, financing, and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or systems. The plan may authorize the authority to establish a system of ambulance service to be operated by the authority or operated by contract after a call for bids. However, the authority shall not provide for the establishment of an ambulance service that would compete with any existing private ambulance service, unless the authority determines that the region served by the authority, or a substantial portion of the region served by the authority, is not adequately served by an existing private ambulance service. In determining the adequacy of an existing private ambulance service, the authority shall take into consideration objective generally accepted medical standards and reasonable levels of service which must be published by the authority. Following the preliminary conclusion by the authority that the existing private ambulance service is inadequate, and before establishing an ambulance service or issuing a call for bids, the authority shall allow a minimum of sixty days for the private ambulance service to meet the generally accepted medical standards and accepted levels of service. In the event of a second preliminary conclusion of inadequacy within a twenty-four-month period, the authority may immediately issue a call for bids or establish its own ambulance service and is not required to afford the private ambulance service another sixty-day period to meet the generally accepted medical standards and reasonable levels of service. A private ambulance service that is not licensed by the department of health or whose license is denied, suspended, or revoked is not entitled to a sixty-day period within which to demonstrate adequacy and the authority may immediately issue a call for bids or establish an ambulance service; and

(c) In the plan, recommend sources of revenue authorized by RCW 52.26.050, identify the portions of the plan that may be amended by the board of the authority without voter approval, consistent with RCW 52.26.050, and recommend a financing plan to fund selected fire protection and emergency services and projects.

(4) Once adopted, the plan must be forwarded to the participating fire protection jurisdictions' governing bodies to initiate the election process under RCW 52.26.060.

(5) If the ballot measure is not approved, the planning committee may redefine the selected regional fire protection service authority projects, financing plan, and the ballot measure. The fire protection jurisdictions' governing bodies may approve the new plan and ballot measure, and may then submit the revised proposition to the voters at a subsequent election or a special election. If a ballot measure is not approved by the voters by the third vote, the planning committee is dissolved. [2011 c 141 § 2; 2006 c 200 § 2; 2004 c 129 § 4.]

RCW 52.26.050 Service plan—Taxes and benefit charges. (1) A regional fire protection service authority planning committee may, as part of a regional fire protection service authority plan, recommend the imposition of some or all of the following revenue sources, which

a regional fire protection service authority may impose upon approval of the voters as provided in this chapter:

- (a) Benefit charges under RCW 52.26.180 through 52.26.270;
- (b) Property taxes under RCW 52.26.140 through 52.26.170 and 84.52.044 and RCW 84.09.030, 84.52.010, 84.52.052, and 84.52.069; or
- (c) Both (a) and (b) of this subsection.

(2) The authority may impose taxes and benefit charges as set forth in the regional fire protection service authority plan upon creation of the authority, or as provided for in this chapter after creation of the authority. If the plan authorizes the authority to impose benefit charges or sixty percent voter approved taxes, the plan and creation of the authority must be approved by an affirmative vote of sixty percent of the voters within the boundaries of the authority voting on a ballot proposition as set forth in RCW 52.26.060. However, if the plan provides for alternative sources of revenue that become effective if the plan and creation of the authority is approved only by a majority vote, then the plan with alternative sources of revenue and creation of the authority may be approved by an affirmative vote of the majority of those voters. If the plan does not authorize the authority to impose benefit charges or sixty percent voter approved taxes, the plan and creation of the authority must be approved by an affirmative vote of the majority of the voters within the boundaries of the authority voting on a ballot proposition as set forth in RCW 52.26.060. Except as provided in this section, all other voter approval requirements under law for the levying of property taxes or the imposition of benefit charges apply. Revenues from these taxes and benefit charges may be used only to implement the plan as set forth in this chapter. [2006 c 200 § 3; 2004 c 129 § 5.]

RCW 52.26.060 Service plan—Submission to voters. The governing bodies of two or more fire protection jurisdictions located within reasonable proximity, upon receipt of the regional fire protection service authority plan under RCW 52.26.040, may certify the plan to the ballot, including identification of the revenue options specified to fund the plan. The governing bodies of the fire protection jurisdictions may 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 voters of the proposed authority for their approval or rejection as a single ballot measure that both approves formation of the authority and approves the plan. Authorities may negotiate interlocal agreements necessary to implement the plan. The electorate is the voters voting within the boundaries of the proposed regional fire protection service authority. A simple majority of the total persons voting on the single ballot measure to approve the plan and establish the authority is required for approval. However, if the plan authorizes the authority to impose benefit charges or sixty percent voter approved taxes, then the percentage of total persons voting on the single ballot measure to approve the plan and establish the authority is the same as in RCW 52.26.050. The authority must act in accordance with the general election laws of the state. The authority is liable for its proportionate share of the costs when the elections are held under RCW 29A.04.321 and 29A.04.330. [2018 c 28 § 6; 2006 c 200 § 4; 2004 c 129 § 6.]

RCW 52.26.070 Service authority—Formation—Challenges. If the voters approve the plan, including creation of a regional fire protection service authority and imposition of taxes and benefit charges, if any, and the election results are certified, the authority is formed on the effective date as set forth in the plan or the next January 1st or July 1st, whichever occurs first. A party challenging the procedure or the formation of a voter-approved authority must file the challenge in writing by serving the prosecuting attorney of each county within, or partially within, the regional fire protection service authority and the attorney general within thirty days after the final certification of the election. Failure to challenge within that time forever bars further challenge of the authority's valid formation. [2017 c 196 § 14; 2017 c 37 § 4; 2006 c 200 § 5; 2004 c 129 § 7.]

Reviser's note: This section was amended by 2017 c 37 § 4 and by 2017 c 196 § 14, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

Effective date—2017 c 196 §§ 1-9, 11, 13, and 14: See note following RCW 52.26.220.

RCW 52.26.080 Organization and composition of governing board—Commissioner positions, districts. (1) The board shall adopt rules for the conduct of business. The board shall adopt bylaws to govern authority affairs, which may include:

- (a) The time and place of regular meetings;
- (b) Rules for calling special meetings;
- (c) The method of keeping records of proceedings and official acts;

- (d) Procedures for the safekeeping and disbursement of funds; and
- (e) Any other provisions the board finds necessary to include.

(2) The governing board shall be determined by the plan. However, only elected officials of participating fire protection jurisdictions and elected commissioners of the authority as provided in subsection (3) of this section are eligible to serve on the board.

(3)(a) A regional fire protection service authority plan may create one or more regional fire protection service authority commissioner positions to serve on a governing board. The following provisions define the qualifications, compensation, terms, and responsibilities of regional fire protection service authority commissioner positions:

- (i) RCW 52.14.010 governs the compensation, qualifications, and ability to serve as a volunteer firefighter;

- (ii) RCW 52.14.030 governs the polling places for elections; and

- (iii) RCW 52.14.050 governs commissioner vacancies.

(b) The terms of office for regional fire protection service authority commissioner positions may be established by the plan, however, no single term may exceed six years and the terms of multiple positions must be staggered.

(c) Regional fire protection service authority commissioners shall take an oath of office in the manner specified by RCW 52.14.070.

(4)(a) A regional fire protection service authority plan may create commissioner districts. If commissioner districts are created, the population of each commissioner district must be approximately

equal. Commissioner districts must be redrawn as provided in chapter 29A.76 RCW.

(b) Commissioner districts shall be used as follows: (i) Only a registered voter who resides in a commissioner district may be a candidate for, or serve as, a commissioner of the commissioner district; and (ii) only voters of a commissioner district may vote at a primary to nominate candidates for a commissioner of the commissioner district. All voters of the proposed authority must be eligible to vote at a general election to elect a commissioner of the commissioner district. If a plan includes elected officials from participating fire protection jurisdictions, the commissioner districts may be based, in part, on the jurisdictional boundaries of the participating jurisdictions. [2011 c 141 § 3; 2004 c 129 § 8.]

RCW 52.26.090 Powers of governing board—Designation of some other person as treasurer, when authorized. (1) The governing board of the authority is responsible for the execution of the voter-approved plan. Participating jurisdictions shall review the plan every ten years. The board may:

(a) Levy taxes and impose benefit charges as authorized in the plan and approved by authority voters;

(b) Enter into agreements with federal, state, local, and regional entities and departments as necessary to accomplish authority purposes and protect the authority's investments;

(c) Accept gifts, grants, or other contributions of funds that will support the purposes and programs of the authority;

(d) Monitor and audit the progress and execution of fire protection and emergency service projects to protect the investment of the public and annually make public its findings;

(e) Pay for services and enter into leases and contracts, including professional service contracts;

(f) Hire, manage, and terminate employees; and

(g) Exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority in accordance with this title if one of the fire protection jurisdictions is a fire district, unless provided otherwise in the regional fire protection service authority plan, or in accordance with the statutes identified in the plan if none of the fire protection jurisdictions is a fire district.

(2) An authority with more than \$10,000,000 in annual revenues for the preceding three years, or an authority that is being formed by participating jurisdictions that cumulatively had more than \$10,000,000 in annual revenues for three years prior to the formation of the authority, may designate by resolution some other person having experience in financial or fiscal matters as the treasurer of the authority. Such a treasurer shall possess all of the powers, responsibilities, and duties of, and shall be subject to the same restrictions as provided by law for, the county treasurer with regard to a fire district and the county auditor with regard to district financial matters under chapter 52.16 RCW and other applicable statutes.

(3) An authority may enforce fire codes as provided under chapter 19.27 RCW. [2022 c 90 § 4; 2006 c 200 § 6; 2004 c 129 § 9.]

RCW 52.26.100 Transfer of responsibilities and employees to authority—Civil service system. (1) Except as otherwise provided in the regional fire protection service authority plan, all powers, duties, and functions of a participating fire protection jurisdiction pertaining to fire protection and emergency services shall be transferred to the regional fire protection service authority on its creation date or on the effective date that a fire protection jurisdiction is subsequently annexed into an authority.

(2)(a) Except as otherwise provided in the regional fire protection service authority plan, and on the creation date of the regional fire protection service authority or, in the case of a fire protection jurisdiction, on the effective date that the fire protection jurisdiction is subsequently annexed into an authority, all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority; and all funds, credits, or other assets held by the participating fire protection jurisdiction in connection with the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the regional fire protection service authority.

(b) Except as otherwise provided in the regional fire protection service authority plan, any appropriations made to the participating fire protection jurisdiction for carrying out the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the regional fire protection service authority.

(c) Except as otherwise provided in the regional fire protection service authority plan, whenever any question arises as to the transfer of any personnel, funds, books, documents, records, papers, files, equipment, or other tangible property used or held in the exercise of the powers and the performance of the duties and functions transferred, the governing body of the participating fire protection jurisdiction shall make a determination as to the proper allocation.

(3) Except as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.

(4) The transfer of the powers, duties, functions, and personnel of the participating fire protection jurisdiction shall not affect the validity of any act performed before creation of the regional fire protection service authority.

(5) If apportionments of budgeted funds are required because of the transfers, the treasurer for the authority shall certify the apportionments.

(6)(a) Subject to (c) of this subsection, all employees of the participating fire protection jurisdictions are transferred to the jurisdiction of the regional fire protection service authority on its

creation date or, in the case of a fire protection jurisdiction, on the effective date that the fire protection jurisdiction is subsequently annexed into an authority. Upon transfer, unless an agreement for different terms of transfer is reached between the collective bargaining representatives of the transferring employees and the participating fire protection jurisdictions, an employee is entitled to the employee rights, benefits, and privileges to which he or she would have been entitled as an employee of a participating fire protection jurisdiction, including rights to:

- (i) Compensation at least equal to the level at the time of transfer;
- (ii) Retirement, vacation, sick leave, and any other accrued benefit;
- (iii) Promotion and service time accrual; and
- (iv) The length or terms of probationary periods, including no requirement for an additional probationary period if one had been completed before the transfer date.

(b) If any or all of the participating fire protection jurisdictions provide for civil service in their fire departments, the collective bargaining representatives of the transferring employees and the participating fire protection jurisdictions must negotiate regarding the establishment of a civil service system within the authority. This subsection does not apply if none of the participating fire protection districts provide for civil service.

(c) Nothing contained in this section may be construed to alter any existing collective bargaining unit or the provisions of any existing collective bargaining agreement until the agreement has expired or until the bargaining unit has been modified as provided by law. [2011 c 271 § 1; 2006 c 200 § 7; 2004 c 129 § 10.]

RCW 52.26.110 Withdrawal, reannexation of territory. (1) As provided in this section, a regional fire protection service authority may withdraw areas from its boundaries or reannex into the authority areas that previously had been withdrawn from the authority under this section.

(2)(a) The withdrawal of an area is authorized upon: (i) Adoption of a resolution by the board approving the withdrawal and finding that, in the opinion of the board, inclusion of this area within the regional fire protection service authority will result in a reduction of the authority's tax levy rate under the provisions of RCW 84.52.010; or (ii) adoption of a resolution by the city or town council approving the withdrawal, if the area is located within the city or town, or adoption of a resolution by the governing body of the fire protection district within which the area is located approving the withdrawal, if the area is located outside of a city or town, but within a fire protection district.

(b) A withdrawal under this section is effective at the end of the day on the thirty-first day of December in the year in which the resolution under (a)(i) or (ii) of this subsection is adopted, but for purposes of establishing boundaries for property tax purposes, the boundaries shall be established immediately upon the adoption of the resolution.

(c) The withdrawal of an area from the boundaries of an authority does not exempt any property therein from taxation for the purpose of paying the costs of redeeming any indebtedness of the authority existing at the time of withdrawal.

(3)(a) An area that has been withdrawn from the boundaries of a regional fire protection service authority under this section may be reannexed into the authority upon: (i) Adoption of a resolution by the board proposing the reannexation; and (ii) adoption of a resolution by the city or town council approving the reannexation, if the area is located within the city or town, or adoption of a resolution by the governing body of the fire protection district within which the area is located approving the reannexation, if the area is located outside of a city or town but within a fire protection district.

(b) A reannexation under this section shall be effective at the end of the day on the thirty-first day of December in the year in which the adoption of the resolution under (a)(ii) of this subsection occurs, but for purposes of establishing boundaries for property tax purposes, the boundaries shall be established immediately upon the adoption of the resolution.

(c)(i) Referendum action on the proposed reannexation under this section may be taken by the voters of the area proposed to be reannexed if a petition calling for a referendum is filed with the city or town council, or governing body of the fire protection district, within a thirty-day period after the adoption of the resolution under (a)(ii) of this subsection, which petition has been signed by registered voters of the area proposed to be reannexed equal in number to ten percent of the total number of the registered voters residing in that area.

(ii) If a valid petition signed by the requisite number of registered voters has been so filed, the effect of the resolutions shall be held in abeyance and a ballot proposition to authorize the reannexation shall be submitted to the voters of the area at the next special election date specified in RCW 29A.04.330 that occurs forty-five or more days after the petitions have been validated. Approval of the ballot proposition authorizing the reannexation by a simple majority vote shall authorize the reannexation. [2004 c 129 § 11.]

RCW 52.26.120 Dissolution of fire protection district—Election—Transfer of responsibilities. Any fire protection district within the authority may be dissolved by a majority vote of the registered electors of the district at an election conducted by the election officials of the county or counties in which the district is located in accordance with the general election laws of the state. The proceedings for dissolution may be initiated by the adoption of a resolution by the board. The dissolution of the district shall not cancel outstanding obligations of the district or of a local improvement district within the district, and the county legislative authority or authorities of the county or counties in which the district was located may make annual levies against the lands within the district until the obligations of the districts are paid. All powers, duties, and functions of a dissolved fire protection jurisdiction within the authority boundaries, pertaining to providing fire protection services may be transferred, by resolution, to the regional fire protection service authority. [2004 c 129 § 12.]

RCW 52.26.130 Debt—Interlocal contracts—General obligation bonds. (1) An authority may incur general indebtedness for authority purposes, issue bonds, notes, or other evidences of indebtedness not

to exceed an amount, together with any outstanding nonvoter approved general obligation debt, equal to three-fourths of one percent of the value of the taxable property within the authority. The maximum term of the obligations may not exceed twenty years. The obligations may pledge benefit charges and may pledge payments to an authority from the state, the federal government, or any fire protection jurisdiction under an interlocal contract. The interlocal contracts pledging revenues and taxes are binding for a term not to exceed twenty-five years, and taxes or other revenue pledged by an interlocal contract may not be eliminated or modified if it would impair the pledge of the contract.

(2) An authority may also issue general obligation bonds for capital purposes not to exceed an amount, together with any outstanding general obligation debt, equal to one and one-half percent of the value of the taxable property within the authority. The authority may provide for the retirement of the bonds by excess property tax levies. The voters of the authority must approve a proposition authorizing the bonds and levies by an affirmative vote of three-fifths of those voting on the proposition at an election. At the election, the total number of persons voting must constitute not less than forty percent of the voters in the authority who voted at the last preceding general state election. The maximum term of the bonds may not exceed twenty-five years. Elections shall be held as provided in RCW 39.36.050.

(3) Obligations of an authority shall be issued and sold in accordance with chapters 39.46 and 39.50 RCW, as applicable. [2006 c 200 § 10; 2004 c 129 § 14.]

RCW 52.26.140 Levy of taxes—Levies authorized by special election—Indebtedness—Definition. (1) To carry out the purposes for which a regional fire protection service authority is created, as authorized in the plan and approved by the voters, the governing board of an authority may annually levy the following taxes:

(a) An ad valorem tax on all taxable property located within the authority not to exceed fifty cents per thousand dollars of assessed value;

(b) An ad valorem tax on all property located within the authority not to exceed fifty cents per thousand dollars of assessed value and which will not cause the combined levies to exceed the constitutional or statutory limitations. This levy, or any portion of this levy, may also be made when dollar rates of other taxing units are released by agreement with the other taxing units from their authorized levies; and

(c) An ad valorem tax on all taxable property located within the authority not to exceed fifty cents per thousand dollars of assessed value if the authority has at least one full-time, paid employee, or contracts with another municipal corporation for the services of at least one full-time, paid employee. This levy may be made only if it will not affect dollar rates which other taxing districts may lawfully claim nor cause the combined levies to exceed the constitutional or statutory limitations or both.

(2) Levies in excess of the amounts provided in subsection (1) of this section or in excess of the aggregate dollar rate limitations or both may be made for any authority purpose when so authorized at a special election under RCW 84.52.052. Any such tax when levied must be

certified to the proper county officials for the collection of the tax as for other general taxes. The taxes when collected shall be placed in the appropriate authority fund or funds as provided by law, and must be paid out on warrants of the auditor of the county in which all, or the largest portion of, the authority is located, upon authorization of the governing board of the authority.

(3) Authorities may provide for the retirement of general indebtedness by excess property tax levies as set forth in RCW 52.26.130.

(4) For purposes of this chapter, the term "value of the taxable property" has the same meaning as in RCW 39.36.015. [2006 c 200 § 11; 2004 c 129 § 15.]

RCW 52.26.150 Levy of taxes—To be made by county or counties where authority is located. At the time of making general tax levies in each year, the county legislative authority or authorities of the county or counties in which a regional fire protection service authority is located shall make the required levies for authority purposes against the real and personal property in the authority in accordance with the equalized valuations of the property for general tax purposes and as a part of the general taxes. The tax levies are part of the general tax roll and must be collected as a part of the general taxes against the property in the authority. [2004 c 129 § 16.]

RCW 52.26.160 Taxation of lands lying within authority and forest protection assessment area. In the event that lands lie within both a regional fire protection service authority and a forest protection assessment area they shall be taxed and assessed as follows:

(1) If the lands are wholly unimproved, they are subject to forest protection assessments but not to authority levies;

(2) If the lands are wholly improved, they are subject to authority levies but not to forest protection assessments; and

(3) If the lands are partly improved and partly unimproved, they are subject both to authority levies and to forest protection assessments. However, upon request, accompanied by appropriate legal descriptions, the county assessor shall segregate any unimproved portions which each consist of twenty or more acres, and thereafter the unimproved portion or portions are subject only to forest protection assessments. [2004 c 129 § 17.]

RCW 52.26.170 Collection of taxes. It is the duty of the county treasurer of the county in which the regional fire protection service authority created under this chapter is located to collect taxes authorized and levied under this chapter. However, when a regional fire protection service authority is located in more than one county, the county treasurer of each county in which the authority is located shall collect the regional fire protection service authority's taxes that are imposed on property located within the county and transfer these funds to the treasurer of the county in which the majority of the authority lies. [2004 c 129 § 18.]

RCW 52.26.180 Benefit charges—Exemptions—Annual review—

Definitions. (1) The governing board of a regional fire protection service authority may by resolution, as authorized in the plan and approved by the voters, for authority purposes authorized by law, fix and impose a benefit charge on personal property and improvements to real property which are located within the authority on the date specified and which have received or will receive the benefits provided by the authority, to be paid by the owners of the properties.

(2) A benefit charge does not apply to:

(a) Personal property and improvements to real property owned or used by any recognized religious denomination or religious organization as, or including, a sanctuary or for purposes related to the bona fide religious ministries of the denomination or religious organization, including schools and educational facilities used for kindergarten, primary, or secondary educational purposes or for institutions of higher education and all grounds and buildings related thereto. However, a benefit charge does apply to personal property and improvements to real property owned or used by any recognized religious denomination or religious organization for business operations, profit-making enterprises, or activities not including use of a sanctuary or related to kindergarten, primary, or secondary educational purposes or for institutions of higher education;

(b) Property of housing authorities that is exempt from property taxes under RCW 35.82.210;

(c) Property of nonprofit entities providing rental housing for very low-income households or providing space for the placement of a mobile home for a very low-income household that is exempt from property taxes under RCW 84.36.560;

(d) Property of nonprofit homes for the aging that is exempt from property taxes under RCW 84.36.041;

(e) Property of nonprofit organizations, corporations, or associations providing housing for eligible persons with developmental disabilities that is exempt from property taxes under RCW 84.36.042;

(f) Property of nonprofit organizations providing emergency or transitional housing for low-income homeless persons or victims of domestic violence who are homeless for personal safety reasons that is exempt from property taxes under RCW 84.36.043;

(g) Property of the state housing finance commission that is exempt from property taxes under RCW 84.36.135; and

(h) Property of nonprofit corporations operating sheltered workshops for persons with disabilities that is exempt from property taxes under RCW 84.36.350.

(3) A limited benefit charge may apply to property or improvements owned by a Christmas tree grower as defined in RCW 15.13.250(4) so long as the property or improvement is located on land that has been approved as farm and agricultural land with standing crops under chapter 84.34 RCW. For such property or improvement, a benefit charge may not exceed the reduction in property tax that results from the imposition of a benefit charge, as required under RCW 52.26.240.

(4) The aggregate amount of these benefit charges in any one year may not exceed an amount equal to sixty percent of the operating budget for the year in which the benefit charge is to be collected. It is the duty of the county legislative authority or authorities of the county or counties in which the regional fire protection service authority is located to make any necessary adjustments to assure

compliance with this limitation and to immediately notify the governing board of an authority of any changes thereof.

(5) A benefit charge imposed must be reasonably proportioned to the measurable benefits to property resulting from the services afforded by the authority. It is acceptable to apportion the benefit charge to the values of the properties as found by the county assessor or assessors modified generally in the proportion that fire insurance rates are reduced or entitled to be reduced as the result of providing the services. Any other method that reasonably apportions the benefit charges to the actual benefits resulting from the degree of protection, which may include but is not limited to the distance from regularly maintained fire protection equipment, the level of fire prevention services provided to the properties, or the need of the properties for specialized services, may be specified in the resolution and is subject to contest on the grounds of unreasonable or capricious action or action in excess of the measurable benefits to the property resulting from services afforded by the authority. The governing board of an authority may determine that certain properties or types or classes of properties are not receiving measurable benefits based on criteria they establish by resolution. A benefit charge authorized by this chapter is not applicable to the personal property or improvements to real property of any individual, corporation, partnership, firm, organization, or association maintaining a fire department and whose fire protection and training system has been accepted by a fire insurance underwriter maintaining a fire protection engineering and inspection service authorized by the state insurance commissioner to do business in this state, but the property may be protected by the authority under a contractual agreement.

(6) For administrative purposes, the benefit charge imposed on any individual property may be compiled into a single charge, provided that the authority, upon request of the property owner, provide an itemized list of charges for each measurable benefit included in the charge.

(7)(a) At the annual review of the fire benefit charge mandated by RCW 52.26.230(2), if a fire service agency has identified:

(i) A tax-exempt property under subsection (2)(b) of this section as having a substantial increase in requested emergency services over the previous year; or

(ii) A new tax-exempt property that is similar in size, population, and geographic location as another such tax-exempt property as having an increase in requested emergency services; then the tax-exempt property and the fire service agency must work together, in good faith, to address the problem by implementing community risk reduction efforts. The community risk reduction plan may include but is not limited to wellness programs and community action plans.

(b) At the subsequent annual review, if the heightened service requirements have not been reasonably addressed by the joint mitigation efforts, and the tax-exempt property owner has not acted in good faith:

(i) The property is subject to assessment of the fire benefit charge in the subsequent year, subject to approval by the governing board of the authority as outlined in RCW 52.26.230(2); or

(ii) The respective tax-exempt property shall pay the fire service agency a fire protection charge payment in lieu of a benefit

charge. The fire protection charge shall be an amount equivalent to the benefit rates for similarly situated properties for that year.

(c) All tax-exempt properties identified under subsection (2)(b) of this section and all local fire service agencies are encouraged to work collaboratively to develop and implement programs to address proper usage of fire service resources for residents of the housing properties.

(8) For the purposes of this section and RCW 52.26.190 through 52.26.270, the following definitions apply:

(a)(i) "Personal property" includes every form of tangible personal property including, but not limited to, all goods, chattels, stock in trade, estates, or crops.

(ii) "Personal property" does not include any personal property used for farming, field crops, farm equipment, or livestock.

(b) "Improvements to real property" does not include permanent growing crops, field improvements installed for the purpose of aiding the growth of permanent crops, or other field improvements normally not subject to damage by fire. [2017 c 196 § 6; 2004 c 129 § 24.]

Application—2017 c 196 §§ 5 and 6: See note following RCW 52.18.010.

Effective date—2017 c 196 §§ 1-9, 11, 13, and 14: See note following RCW 52.26.220.

RCW 52.26.190 Benefit charges—Exemptions. All personal property not assessed and subjected to ad valorem taxation under Title 84 RCW, all property under contract or for which the regional fire protection service authority is receiving payment for as authorized by law, all property subject to chapter 54.28 RCW, and all property that is subject to a contract for services with an authority, is exempt from the benefit charge imposed under this chapter. [2004 c 129 § 25.]

RCW 52.26.200 Benefit charges—Resolution—County assessor's duties. (1) The resolution establishing benefit charges as specified in RCW 52.26.180 must specify, by legal geographical areas or other specific designations, the charge to apply to each property by location, type, or other designation, or other information that is necessary to the proper computation of the benefit charge to be charged to each property owner subject to the resolution.

(2) The county assessor of each county in which the regional fire protection service authority is located shall determine and identify the personal properties and improvements to real property that are subject to a benefit charge in each authority and shall furnish and deliver to the county treasurer of that county a listing of the properties with information describing the location, legal description, and address of the person to whom the statement of benefit charges is to be mailed, the name of the owner, and the value of the property and improvements, together with the benefit charge to apply to each. These benefit charges must be certified to the county treasurer for collection in the same manner that is used for the collection of fire protection charges for forestlands protected by the

department of natural resources under RCW 76.04.610 and the same penalties and provisions for collection apply. [2004 c 129 § 26.]

RCW 52.26.210 Benefit charges—Administration and collection by county treasurer. Each regional fire protection service authority shall contract, prior to the imposition of a benefit charge, for the administration and collection of the benefit charge by each county treasurer, who shall deduct a percentage, as provided by contract to reimburse the county for expenses incurred by the county assessor and county treasurer in the administration of the resolution and this chapter. The county treasurer shall make distributions each year, as the charges are collected, in the amount of the benefit charges imposed on behalf of each authority, less the deduction provided for in the contract. [2004 c 129 § 27.]

RCW 52.26.220 Benefit charges—Submission to voters—Renewal.

(1)(a) The initial imposition of a benefit charge authorized by this chapter must be approved by not less than sixty percent majority of the voters of the regional fire protection service authority voting at a general election or at a special election called by the authority for that purpose. Ballot measures containing an authorization to impose benefit charges that are approved by the voters pursuant to RCW 52.26.060 satisfy the proposition approval requirement of this subsection and subsection (2) of this section.

(b) An election held for the initial imposition of a benefit charge must be held not more than twelve months prior to the date on which the first charge is to be assessed.

(c) A benefit charge approved at an election expires in six or fewer years as authorized by the voters, unless subsequently reapproved by the voters.

(2) Ballot measures calling for the initial imposition of a benefit charge must be submitted so as to enable voters favoring the authorization of a benefit charge to vote "Yes" and those opposed to vote "No." The ballot question is as follows:

"Shall the regional fire protection service authority composed of (insert the participating fire protection jurisdictions) be authorized to impose benefit charges each year for (insert number of years not to exceed six) years, not to exceed an amount equal to sixty percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.26.140(1)(c)?

YES
☐

NO
☐

(3)(a) The continued imposition of a benefit charge authorized by this chapter may be approved for six consecutive years, ten consecutive years, or permanently. A ballot measure calling for the continued imposition of a benefit charge for six consecutive years or ten consecutive years must be approved by a majority of the voters of the regional fire protection service authority voting at a general election or at a special election called by the authority for that purpose. A ballot measure calling for the continued imposition of a benefit charge as a permanent benefit charge must be approved by not

less than sixty percent of the voters of the regional fire protection service authority voting at a general election or at a special election called by the authority for that purpose.

(b) Ballot measures calling for the continued imposition of a benefit charge must be submitted so as to enable voters favoring the continued imposition of the benefit charge to vote "Yes" and those opposed to vote "No." The ballot question must be substantially in the following form:

"Shall the regional fire protection service authority composed of (insert the participating fire protection jurisdictions) be authorized to continue voter-authorized benefit charges. . . . (insert "each year for six consecutive years," "each year for ten consecutive years," or "permanently"), not to exceed an amount equal to sixty percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.26.140(1) (c) ?

YES
☐

NO
☐

[2020 c 99 § 2; 2017 c 196 § 1; 2006 c 200 § 12; 2004 c 129 § 28.]

Effective date—2017 c 196 §§ 1-9, 11, 13, and 14: "Except for sections 10 and 12 of this act, this act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [May 5, 2017]." [2017 c 196 § 21.]

RCW 52.26.230 Benefit charges—Establishment—Public hearings—Notice to property owners. (1) Not fewer than ten days nor more than six months before the election at which the proposition to impose the benefit charge is submitted as provided in this chapter, the governing board of the regional fire protection service authority, or the planning committee if the benefit charge is proposed as part of the initial formation of the authority, shall hold a public hearing specifically setting forth its proposal to impose benefit charges for the support of its legally authorized activities that will maintain or improve the services afforded in the authority. A report of the public hearing shall be filed with the county treasurer of each county in which the property is located and be available for public inspection.

(2) Prior to November 15th of each year the governing board of the authority shall hold a public hearing to review and establish the regional fire protection service authority benefit charges for the subsequent year.

(3) All resolutions imposing or changing the benefit charges must be filed with the county treasurer or treasurers of each county in which the property is located, together with the record of each public hearing, before November 30th immediately preceding the year in which the benefit charges are to be collected on behalf of the authority.

(4) After the benefit charges have been established, the owners of the property subject to the charge must be notified of the amount of the charge. [2017 c 196 § 2; 2004 c 129 § 29.]

Effective date—2017 c 196 §§ 1-9, 11, 13, and 14: See note following RCW 52.26.220.

RCW 52.26.240 Benefit charges—Limitation on imposition of property tax. A regional fire protection service authority that imposes a benefit charge under this chapter shall not impose all or part of the property tax authorized under RCW 52.26.140(1)(c). [2004 c 129 § 30.]

RCW 52.26.250 Benefit charges—Complaints—Review board. After notice has been given to the property owners of the amount of the charge, the governing board of a regional fire protection service authority imposing a benefit charge under this chapter shall form a review board for at least a two-week period and shall, upon complaint in writing of an aggrieved party owning property in the authority, reduce the charge of a person who, in their opinion, has been charged too large a sum, to a sum or amount as they believe to be the true, fair, and just amount. [2004 c 129 § 31.]

RCW 52.26.260 Benefit charges—Model resolution—Assistance by Washington fire commissioners association. The Washington fire commissioners association, as soon as practicable, shall draft a model resolution to impose the regional fire protection service authority benefit charge authorized by this chapter and may provide assistance to authorities in the establishment of a program to develop benefit charges. [2004 c 129 § 32.]

RCW 52.26.270 Benefit charges—Additional exemption. A person who is receiving the exemption contained in RCW 84.36.381 through 84.36.389 is exempt from any legal obligation to pay a portion of the benefit charge imposed under this chapter as follows:

(1) A person who meets the income limitation contained in RCW 84.36.381(5)(a) and does not meet the income limitation contained in RCW 84.36.381(5)(b)(i) or (ii) is exempt from twenty-five percent of the charge;

(2) A person who meets the income limitation contained in RCW 84.36.381(5)(b)(i) is exempt from fifty percent of the charge; and

(3) A person who meets the income limitation contained in RCW 84.36.381(5)(b)(ii) shall be exempt from seventy-five percent of the charge. [2004 c 129 § 33.]

RCW 52.26.280 Civil service—When authorized or required. (1) Subject to subsection (2) of this section, a regional fire protection service authority may, by resolution of its board, provide for civil service for its employees in the same manner, with the same powers, and with the same force and effect as provided by chapter 41.08 RCW for cities, towns, and municipalities, including restrictions against the discharge of an employee because of residence outside the limits of the regional fire protection service authority.

(2) If an agreement is reached to provide for civil service under RCW 52.26.100(6), the regional fire protection service authority shall

establish such a system as is required by the agreement. [2006 c 200 § 8.]

RCW 52.26.290 Annexation of territory. Territory that is annexed to a participating jurisdiction is annexed to the authority as of the effective date of the annexation. The statutes regarding transfer of assets and employees do not apply to the participating jurisdictions in the annexation. [2006 c 200 § 9.]

RCW 52.26.300 Annexation of fire protection jurisdiction within reasonable proximity to authority. (1) A fire protection jurisdiction that is located within reasonable proximity to the boundary of a regional fire protection service authority is eligible for annexation by the authority.

(2) An annexation is initiated by the adoption of a resolution by the governing body of a fire protection jurisdiction requesting the annexation. The resolution requesting annexation must then be filed with the governing board of the authority that is requested to annex the fire protection jurisdiction.

(3) Except as otherwise provided in the regional fire protection service authority plan, on receipt of the resolution requesting annexation, the governing board of the authority may adopt a resolution amending its plan to establish terms and conditions of the requested annexation and submit the resolution and plan amendment to the fire protection jurisdiction requesting annexation. An election to authorize the annexation may be held only if the governing body of the fire protection jurisdiction seeking annexation adopts a resolution approving both the annexation and the related plan amendment.

(4)(a) An annexation is authorized if the voters in the fire protection jurisdiction proposed to be annexed approve by a simple majority vote a single ballot measure approving the annexation and related plan amendment.

(b) An annexation is effective on the date specified in the ballot measure. In the event the ballot measure does not specify an effective date, the effective date is on the subsequent January 1st or July 1st, whichever occurs first. [2018 c 28 § 7; 2011 c 271 § 2.]

RCW 52.26.310 Biennial budget authority. A regional fire protection service authority may, in lieu of adopting an annual budget, adopt a biennial budget with a mid-biennium review and modification for the second year of the biennium. [2015 c 40 § 2.]

REGIONAL FIRE AUTHORITY FREQUENTLY ASKED QUESTIONS

Item 3.

Q: What is a Regional Fire Authority?

A: A Regional Fire Authority (RFA) is a special purpose district established by voters in a service area that provides funding for fire and emergency medical services. State law provides the framework for fire districts, cities, and other local government jurisdictions to consider forming a RFA as a means to gain service efficiencies while retaining local control. A RFA can be made up of cities, fire districts, port districts, municipal airports, or Indian tribes or a combination of the entities (to date neither ports, tribes or airports have participated in the formation of an RFA). Creation of a RFA is authorized by state law ([Title 52.26, Revised Code of Washington](#)).

Q: How is an RFA created?

A: A RFA is created by a vote of the people in the proposed service area. Depending on the proposed funding for the RFA, the vote required is either a simple majority or 60% approval of all those voting in the proposed service area.

Q: Why create an RFA?

A: A RFA provides an opportunity to eliminate duplication and achieve cost savings and efficiencies in the delivery of fire and emergency service by consolidating separate fire agencies into a regional service provider. Population and calls for service in the City of Everett and Fire District 4 have grown faster than firefighter staffing level for many years. This is expected to continue in the coming years. A RFA would consolidate resources, create opportunities for efficiencies and provide dedicated funding at more sustainable levels to maintain and enhance fire and emergency medical services in the entire area over time.

Q: Who else has created a RFA?

A: There are currently thirteen RFAs in the state of Washington, including three in Snohomish County: South County Regional Fire Authority, North County Regional Fire Authority, and Marysville Regional Fire Authority.

Q: What happens to the firefighters in the City and Districts—will they still be providing service to my community? Yes. If the RFA is approved by voters, firefighters and all other staff from the Everett Fire Department and Fire District 4 may become employees of the RFA.

Q: Who is putting together the plan for how the proposed RFA will operate?

A: By state law, an RFA Planning Committee comprised of three elected officials from each participating jurisdiction is created to develop a detailed operating and finance plan. The Planning Committee is advisory to the Mayor and City Council of Everett and the Fire District 4 Board of Commissioners. The Planning Committee is supported by a team of staff from the three agencies and an independent facilitator. The Committee will make recommendations and develop a draft plan that will outline how the RFA will be funded, staffing and service levels, and how it will be governed.

Q: What is the timeline for the RFA Plan?

A: The Planning Committee will be meeting in April 2021 to explore the feasibility of an RFA including the two agencies. At the end of April or early May, the Planning Committee will determine whether to recommend moving forward into a planning phase. The Committee will forward their recommendation

to the City Council and District 4 Board of Commissioners for their consideration. If both agencies agree to proceed, the Planning Committee will proceed with planning for an RFA.

The RFA Plan development is anticipated to take 8-10 months. Development of the plan will include multiple public outreach opportunities, and ongoing check-ins with the City Council and Board of Commissioners. Once the Plan is completed, it must then be approved by the City Council and Board of Commissioners and placed before the voters for approval. A public education effort will be conducted after the Plan is approved so that voters can be well informed. The earliest date at which the participating agencies currently anticipate going to the voters is August 2022.

Q: How is the RFA funded?

A: This question will be answered by the Planning Committee. Under state law, an RFA can either be funded by property taxes or a combination of property taxes and a benefit charge. A benefit charge is not a tax; it is a fee based on the benefit of having fire and emergency medical services. The benefit charge is not a per call charge and is not based on property values. Instead, the charge is based on the size, use and risk of structures located on property. The Planning Committee will be considering a range of options; if it decides to recommend a benefit charge, it will determine what formula components should be included in a benefit charge. RFA's can also charge various fees for services provided to other jurisdictions, or to individuals receiving services.

Q: How much will the RFA cost me?

A: Costs cannot be firmly estimated until an RFA Plan is completed. Impacts on taxpayers will vary, depending on the funding plan proposed (including primarily property values and the type of structures on the property).

Q: How can I stay informed of the RFA planning process?

A: All RFA Planning Committee meetings will be open to the public (but will not include public comment). Public outreach will also be conducted as the RFA Plan is developed to answer questions and get input. Meeting materials and summaries from Planning Committee meetings will also be posted on the RFA website <http://everettwa.gov/fireRFA>. You can also submit questions and comments through the website.

Q: How is the RFA governed? Do we lose control of our Fire services?

A: The governance of the RFA is yet to be determined. The RFA Planning Committee will be reviewing a wide range of governance options and will provide recommendations to the Everett City Council and Fire District 4 Commissioners. Regardless of the RFA Plan details, all governing board members will be elected officials that must be registered voters residing within the RFA boundaries.

Q: I live in Snohomish. What will happen to my fire service if the RFA is approved? The City of Snohomish is within the jurisdictional boundaries of Fire District 4. If the RFA is ultimately submitted to voters and approved, the City would receive fire and emergency medical services directly from the RFA as the fire district would transfer all fire protection and emergency medical service responsibilities to the RFA.

REGIONAL FIRE AUTHORITY

Implementation Guide for Fire Departments in Washington State

Jointly developed by the
Washington Fire Chiefs (WFC),
and the Washington State Council
of Fire Fighters (WSCFF)



Regional Fire Authority Implementation Guide

Forward.....	2
R.C.W. 52.26	4
Fire Authority Development Process.....	23
Frequently Asked Questions.....	29
Implementation Matrix	33
Sample Resolutions and Other Miscellaneous Information.....	37

Regional Fire Authority Implementation Guide

Forward

In 2004, the Washington Fire Chiefs (WFC) led a legislative effort to provide fire districts, municipalities and tribal nations the ability to “formally” join together in the provision of fire and emergency services. This ability had formerly been available via mergers (between fire districts); annexations (by cities into fire districts, or by cities of unincorporated territory previously protected by fire districts); through interlocal agreements or contractual consolidations (between any set of entities related to specific operational items like “training”, “administrative services”, or for entire department operations); and joint powers agreements (basically an agreement allowing entities to share resources and authority via a contractual arrangement). All of these “tools” are still available to the fire service and used by many agencies. A new “tool” in the tool kit, adopted by the State Legislature in 2004, is the Regional Fire Authority (RFA).

The RFA, as previously stated, is a municipal corporation which allows fire districts, municipalities (city departments), or tribal nations to join together for the provision of fire and emergency services. The RFA can combine fire districts to fire district; city to city; fire district to city; or any combination one can think of. Organized under Title 52 of the RCW (Revised Code of Washington), the RFA operates very similar to that of a fire district (also organized under the auspices of Title 52 RCW. The RFA has its strengths built around the formation of a “planning committee”, who establishes the vision, operational aspects, and funding methodology for the RFA prior to taking it to the ballot for citizens in all affected areas to determine if the RFA is right for them. The RFA can combine entire fire departments (as stated earlier, in various combinations); or, it can be used to establish operational guidelines and a funding mechanism for subsets of fire departments such as “Hazardous Materials RFA”, “Paramedic/ALS Service RFA”, “Training RFA”, etc. While the RFA is still considered a new tool in the fire service tool kit, its advantages will be seen over the years as different methodologies and uses of the RFA come to pass.

Regional Fire Authority Implementation Guide

In a joint venture, the Washington Fire Chiefs (WFC) and the Washington State Council of Fire Fighters (WSCFF) have developed this implementation guide to assist agencies in determining if the RFA is right for them; then, if that determination is made in the positive, how to initiate the RFA process.

This Implementation Guide is divided up into the following sections:

- I. RCW 52.26
- II. Fire Authority Development Process
- III. Frequently Asked Questions
- IV. Implementation Matrix
- V. Sample Resolutions and Other Miscellaneous Information

It is hoped that the enclosed information will assist Fire Department leaders determine if the Regional Fire Authority makes sense for them as an option to assist in regionalization of services.

Sincerely,

*Allen Church, Fire Chief
South King Fire & Rescue*

*Kelly Fox, President
Washington State Council of Fire Fighters*

*Wayne Senter, Fire Chief
South Kitsap Fire & Rescue*

*Greg Markley, Secretary/Treasurer
Washington State Council of Fire Fighters*

Regional Fire Authority Implementation Guide

R.C.W. 52.26

Adopted in 2004

Regional Fire Authority Implementation Guide

Title 52

Title 52 of the Revised Code of Washington (RCW) provides the laws pertaining to Fire Districts. In 2004, RCW 52.26 was adopted by the State Legislature and added to Title 52 which allows for the formation and operation of Regional Fire Authorities (RFA). The RFA, in effect, operates like a fire district and thus has been codified under the majority of the laws applicable to fire districts. There are, however, differences between an RFA and a fire district in areas which will continue to be identified over the upcoming years related to legislative updates.

RCW 52.26 provides legal descriptions of the process related to the formation of the Planning Committee and its function (52.26.030 and .040); a funding model related to taxation or the benefit charge (52.26.050 and others within 52.26); organization of the governing board (52.26.080); the powers of the governing board (52.26.090); and many other pertinent sections related to operations of the RFA.

The following section captures the most important aspects of RCW 52.26, others of which may be found by reviewing a copy of the RCW's either on line (internet) or via a hard copy:

Regional Fire Authority Implementation Guide

Chapter 52.26 RCW

Regional fire protection service authorities

RCW Sections

- 52.26.010 Findings
- 52.26.020 Definitions
- 52.26.030 Planning committee - Formation - Powers
- 52.26.040 Planning committee - Formulation of service plan - Competition with private ambulance service
- 52.26.050 Service plan - Taxes and benefit charges
- 52.26.060 Service plan - Submission to voters
- 52.26.070 Service authority - Formation - Challenges
- 52.26.080 Organization and composition of governing board
- 52.26.090 Powers of governing board
- 52.26.100 Transfer of responsibilities and employees to authority - Civil service system
- 52.26.110 Withdrawal, reannexation of territory
- 52.26.120 Dissolution of fire protection district - Election - Transfer of responsibilities
- 52.26.130 Debt - Interlocal contracts - General obligation bonds
- 52.26.140 Levy of taxes - Levies authorized by special election - Indebtedness - Definition
- 52.26.150 Levy of taxes - To be made by county or counties where authority is located
- 52.26.160 Taxation of lands lying within authority and forest protection assessment area
- 52.26.170 Collection of taxes
- 52.26.180 Benefit charges
- 52.26.190 Benefit charges - Exemptions
- 52.26.200 Benefit charges - Resolution - County assessor's duties
- 52.26.210 Benefit charges - Administration and collection by county treasurer
- 52.26.220 Benefit charges - Submission to voters - Renewal
- 52.26.230 Benefit charges - Establishment - Public hearings - Notice to property owners
- 52.26.240 Benefit charges - Limitation on imposition of property tax
- 52.26.250 Benefit charges - Complaints - Review board
- 52.26.260 Benefit charges - Model resolution - Assistance by Washington fire commissioners association
- 52.26.270 Benefit charges - Additional exemption
- 52.26.280 Civil service - When authorized or required
- 52.26.290 Annexation of territory
- 52.26.900 Captions not law - 2004 c 129
- 52.26.901 Severability - 2004 c 129

Regional Fire Authority Implementation Guide

RCW 52.26.010

Findings

The legislature finds that:

1. The ability to respond to emergency situations by many of Washington state's fire protection jurisdictions has not kept up with the state's needs, particularly in urban regions;
2. Providing a fire protection service system requires a shared partnership and responsibility among the federal, state, local, and regional governments and the private sector;
3. There are efficiencies to be gained by regional fire protection service delivery while retaining local control; and
4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection service agencies, using already existing taxing authority to address fire protection emergency service needs and new authority to address critical fire protection projects and emergency services.

RCW 52.26.020

Definitions

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

1. "Board" means the governing body of a regional fire protection service authority.
2. "Regional fire protection service authority" or "authority" means a municipal corporation, an independent taxing authority within the meaning of Article VII, section 1 of the state Constitution, and a taxing district within the meaning of Article VII, section 2 of the state Constitution, whose boundaries are coextensive with two or more adjacent fire protection jurisdictions and that has been created by a vote of the people under this chapter to implement a regional fire protection service authority plan.
3. "Regional fire protection service authority planning committee" or "planning committee" means the advisory committee created under RCW 52.26.030 to create and propose to fire protection jurisdictions a regional fire protection service authority plan to design, finance, and develop fire protection and emergency service projects.
4. "Regional fire protection service authority plan" or "plan" means a plan to develop and finance a fire protection service authority project or projects, including, but not limited to, specific capital projects, fire operations and emergency service operations pursuant to RCW 52.26.040(3)(b), and preservation and maintenance of existing or future facilities.
5. "Fire protection jurisdiction" means a fire district, city, town, port district, or Indian tribe.
6. "Regular property taxes" has the same meaning as in RCW 84.04.140.

Regional Fire Authority Implementation Guide

RCW 52.26.030

Planning committee - Formation - Powers

Regional fire protection service authority planning committees are advisory entities that are created, convened, and empowered as follows:

1. Any two or more adjacent fire protection jurisdictions may create a regional fire protection service authority and convene a regional fire protection service authority planning committee. No fire protection jurisdiction may participate in more than one authority.
2. Each governing body of the fire protection jurisdictions participating in planning under this chapter shall appoint three elected officials to the authority planning committee. Members of the planning committee may receive compensation of seventy dollars per day, or portion thereof, not to exceed seven hundred dollars per year, for attendance at planning committee meetings and for performance of other services in behalf of the authority, and may be reimbursed for travel and incidental expenses at the discretion of their respective governing body.
3. A regional fire protection service authority planning committee may receive state funding, as appropriated by the legislature, or county funding provided by the affected counties for start-up funding to pay for salaries, expenses, overhead, supplies, and similar expenses ordinarily and necessarily incurred. Upon creation of a regional fire protection service authority, the authority shall within one year reimburse the state or county for any sums advanced for these start-up costs from the state or county.
4. The planning committee shall conduct its affairs and formulate a regional fire protection service authority plan as provided under RCW 52.26.040.
5. At its first meeting, a regional fire protection service authority planning committee may elect officers and provide for the adoption of rules and other operating procedures.
6. The planning committee may dissolve itself at any time by a majority vote of the total membership of the planning committee. Any participating fire protection jurisdiction may withdraw upon thirty calendar days' written notice to the other jurisdictions.

RCW 52.26.040

Planning committee - Formulation of service plan - Competition with private ambulance service

1. A regional fire protection service authority planning committee shall adopt a regional fire protection service authority plan providing for the design, financing, and development of fire protection and emergency services. The planning committee may consider the following factors in formulating its plan:
 - a. Land use planning criteria; and

Regional Fire Authority Implementation Guide

- b. The input of cities and counties located within, or partially within, a participating fire protection jurisdiction.
2. The planning committee may coordinate its activities with neighboring cities, towns, and other local governments that engage in fire protection planning.
3. The planning committee shall:
 - a. Create opportunities for public input in the development of the plan;
 - b. Adopt a plan proposing the creation of a regional fire protection service authority and recommending design, financing, and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or systems. The plan may authorize the authority to establish a system of ambulance service to be operated by the authority or operated by contract after a call for bids. However, the authority shall not provide for the establishment of an ambulance service that would compete with any existing private ambulance service, unless the authority determines that the region served by the authority, or a substantial portion of the region served by the authority, is not adequately served by an existing private ambulance service. In determining the adequacy of an existing private ambulance service, the authority shall take into consideration objective generally accepted medical standards and reasonable levels of service which must be published by the authority. Following the preliminary conclusion by the authority that the existing private ambulance service is inadequate, and before establishing an ambulance service or issuing a call for bids, the authority shall allow a minimum of sixty (60) days for the private ambulance service to meet the generally accepted medical standards and accepted levels of service. In the event of a second preliminary conclusion of inadequacy within a twenty-four (24) month period, the authority may immediately issue a call for bids or establish its own ambulance service and is not required to afford the private ambulance service another sixty (60) day period to meet the generally accepted medical standards and reasonable levels of service. A private ambulance service that is not licensed by the department of health or whose license is denied, suspended, or revoked is not entitled to a sixty (60) day period within which to demonstrate adequacy and the authority may immediately issue a call for bids or establish an ambulance service; and
 - c. In the plan, recommend sources of revenue authorized by RCW 52.26.050, identify the portions of the plan that may be amended by the board of the authority without voter approval, consistent with RCW 52.26.050, and recommend a financing plan to fund selected fire protection and emergency services and projects.
4. Once adopted, the plan must be forwarded to the participating fire protection jurisdictions' governing bodies to initiate the election process under RCW 52.26.060.
5. If the ballot measure is not approved, the planning committee may redefine the selected regional fire protection service authority projects, financing plan, and the ballot measure. The fire protection jurisdictions' governing bodies may approve the new plan and ballot measure, and may then submit the revised proposition to the voters at a subsequent election or a special election. If a ballot measure is not approved by the voters by the third vote, the planning committee is dissolved.

Regional Fire Authority Implementation Guide

RCW 52.26.050

Service plan - Taxes and benefit charges

1. A regional fire protection service authority planning committee may, as part of a regional fire protection service authority plan, recommend the imposition of some or all of the following revenue sources, which a regional fire protection service authority may impose upon approval of the voters as provided in this chapter:
 - a. Benefit charges under RCW 52.26.180 through 52.26.270;
 - b. Property taxes under RCW 52.26.140 through 52.26.170 and 84.52.044 and RCW 84.09.030, 84.52.010, 84.52.052, and 84.52.069; or
 - c. Both (a) and (b) of this subsection.
2. The authority may impose taxes and benefit charges as set forth in the regional fire protection service authority plan upon creation of the authority, or as provided for in this chapter after creation of the authority. If the plan authorizes the authority to impose benefit charges or sixty (60) percent voter approved taxes, the plan and creation of the authority must be approved by an affirmative vote of sixty (60) percent of the voters within the boundaries of the authority voting on a ballot proposition as set forth in RCW 52.26.060. However, if the plan provides for alternative sources of revenue that become effective if the plan and creation of the authority is approved only by a majority vote, then the plan with alternative sources of revenue and creation of the authority may be approved by an affirmative vote of the majority of those voters. If the plan does not authorize the authority to impose benefit charges or sixty (60) percent voter approved taxes, the plan and creation of the authority must be approved by an affirmative vote of the majority of the voters within the boundaries of the authority voting on a ballot proposition as set forth in RCW 52.26.060. Except as provided in this section, all other voter approval requirements under law for the levying of property taxes or the imposition of benefit charges apply. Revenues from these taxes and benefit charges may be used only to implement the plan as set forth in this chapter.

RCW 52.26.060

Service plan - Submission to voters

The governing bodies of two or more adjacent fire protection jurisdictions, upon receipt of the regional fire protection service authority plan under RCW 52.26.040, may certify the plan to the ballot, including identification of the revenue options specified to fund the plan. The governing bodies of the fire protection jurisdictions may 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 voters of the proposed authority for their approval or rejection as a single ballot measure that both approves formation of the authority and approves the plan. Authorities may negotiate interlocal agreements necessary to implement the plan. The electorate is the voters voting within the boundaries of the proposed regional fire protection service authority. A simple majority of the total persons voting on the single ballot measure to approve the plan and establish the authority is required for approval. However, if the plan authorizes

Regional Fire Authority Implementation Guide

the authority to impose benefit charges or sixty (60) percent voter approved taxes, then the percentage of total persons voting on the single ballot measure to approve the plan and establish the authority is the same as in RCW 52.26.050. The authority must act in accordance with the general election laws of the state. The authority is liable for its proportionate share of the costs when the elections are held under RCW 29A.04.321 and 29A.04.330.

RCW 52.26.070

Service authority - Formation - Challenges

If the voters approve the plan, including creation of a regional fire protection service authority and imposition of taxes and benefit charges, if any, the authority is formed on the next January 1st or July 1st, whichever occurs first. The appropriate county election officials shall, within fifteen (15) days of the final certification of the election results, publish a notice in a newspaper or newspapers of general circulation in the authority declaring the authority formed. A party challenging the procedure or the formation of a voter-approved authority must file the challenge in writing by serving the prosecuting attorney of each county within, or partially within, the regional fire protection service authority and the attorney general within thirty days after the final certification of the election. Failure to challenge within that time forever bars further challenge of the authority's valid formation.

RCW 52.26.080

Organization and composition of governing board

1. The board shall adopt rules for the conduct of business. The board shall adopt bylaws to govern authority affairs, which may include:
 - a. The time and place of regular meetings;
 - b. Rules for calling special meetings;
 - c. The method of keeping records of proceedings and official acts;
 - d. Procedures for the safekeeping and disbursement of funds; and
 - e. Any other provisions the board finds necessary to include.
2. The governing board shall be determined by the plan and consist solely of elected officials.

RCW 52.26.090

Powers of governing board

1. The governing board of the authority is responsible for the execution of the voter-approved plan. Participating jurisdictions shall review the plan every ten (10) years. The board may:

Regional Fire Authority Implementation Guide

- a. Levy taxes and impose benefit charges as authorized in the plan and approved by authority voters;
 - b. Enter into agreements with federal, state, local, and regional entities and departments as necessary to accomplish authority purposes and protect the authority's investments;
 - c. Accept gifts, grants, or other contributions of funds that will support the purposes and programs of the authority;
 - d. Monitor and audit the progress and execution of fire protection and emergency service projects to protect the investment of the public and annually make public its findings;
 - e. Pay for services and enter into leases and contracts, including professional service contracts;
 - f. Hire, manage, and terminate employees; and
 - g. Exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority in accordance with Title 52 RCW if one (1) of the fire protection jurisdictions is a fire district, unless provided otherwise in the regional fire protection service authority plan, or in accordance with the statutes identified in the plan if none of the fire protection jurisdictions is a fire district.
2. An authority may enforce fire codes as provided under chapter 19.27 RCW.

RCW 52.26.100

Transfer of responsibilities and employees to authority — Civil service system

1. Except as otherwise provided in the regional fire protection service authority plan, all powers, duties, and functions of a participating fire protection jurisdiction pertaining to fire protection and emergency services shall be transferred to the regional fire protection service authority on its creation date.
2.
 - a. Except as otherwise provided in the regional fire protection service authority plan, and on the creation date of the regional fire protection service authority, all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority; and all funds, credits, or other assets held by the participating fire protection jurisdiction in connection with the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the regional fire protection service authority.
 - b. Except as otherwise provided in the regional fire protection service authority plan, any appropriations made to the participating fire protection jurisdiction for carrying out the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the regional fire protection service authority.

Regional Fire Authority Implementation Guide

- c. Except as otherwise provided in the regional fire protection service authority plan, whenever any question arises as to the transfer of any personnel, funds, books, documents, records, papers, files, equipment, or other tangible property used or held in the exercise of the powers and the performance of the duties and functions transferred, the governing body of the participating fire protection jurisdiction shall make a determination as to the proper allocation.
3. Except as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.
4. The transfer of the powers, duties, functions, and personnel of the participating fire protection jurisdiction shall not affect the validity of any act performed before creation of the regional fire protection service authority.
5. If apportionments of budgeted funds are required because of the transfers, the treasurer for the authority shall certify the apportionments.
6. a. Subject to (c) of this subsection, all employees of the participating fire protection jurisdictions are transferred to the jurisdiction of the regional fire protection service authority on its creation date. Upon transfer, unless an agreement for different terms of transfer is reached between the collective bargaining representatives of the transferring employees and the participating fire protection jurisdictions, an employee is entitled to the employee rights, benefits, and privileges to which he or she would have been entitled as an employee of a participating fire protection jurisdiction, including rights to:
 - (i) Compensation at least equal to the level at the time of transfer;
 - (ii) Retirement, vacation, sick leave, and any other accrued benefit;
 - (iii) Promotion and service time accrual; and
 - (iv) The length or terms of probationary periods, including no requirement for an additional probationary period if one had been completed before the transfer date.
- b. If any or all of the participating fire protection jurisdictions provide for civil service in their fire departments, the collective bargaining representatives of the transferring employees and the participating fire protection jurisdictions must negotiate regarding the establishment of a civil service system within the authority. This subsection does not apply if none of the participating fire protection districts provide for civil service.
- c. Nothing contained in this section may be construed to alter any existing collective bargaining unit or the provisions of any existing collective bargaining agreement until the agreement has expired or until the bargaining unit has been modified as provided by law.

Regional Fire Authority Implementation Guide

RCW 52.26.110

Withdrawal, reannexation of territory

1. As provided in this section, a regional fire protection service authority may withdraw areas from its boundaries or reannex into the authority areas that previously had been withdrawn from the authority under this section.
2. a. The withdrawal of an area is authorized upon: (i) Adoption of a resolution by the board approving the withdrawal and finding that, in the opinion of the board, inclusion of this area within the regional fire protection service authority will result in a reduction of the authority's tax levy rate under the provisions of RCW 84.52.010; or (ii) adoption of a resolution by the city or town council approving the withdrawal, if the area is located within the city or town, or adoption of a resolution by the governing body of the fire protection district within which the area is located approving the withdrawal, if the area is located outside of a city or town, but within a fire protection district.
- b. A withdrawal under this section is effective at the end of the day on the thirty-first day of December in the year in which the resolution under (a) (i) or (ii) of this subsection is adopted, but for purposes of establishing boundaries for property tax purposes, the boundaries shall be established immediately upon the adoption of the resolution.
- c. The withdrawal of an area from the boundaries of an authority does not exempt any property therein from taxation for the purpose of paying the costs of redeeming any indebtedness of the authority existing at the time of withdrawal.
3. a. An area that has been withdrawn from the boundaries of a regional fire protection service authority under this section may be reannexed into the authority upon: (i) Adoption of a resolution by the board proposing the reannexation; and (ii) adoption of a resolution by the city or town council approving the reannexation, if the area is located within the city or town, or adoption of a resolution by the governing body of the fire protection district within which the area is located approving the reannexation, if the area is located outside of a city or town but within a fire protection district.
- b. A reannexation under this section shall be effective at the end of the day on the thirty-first day of December in the year in which the adoption of the resolution under (a)(ii) of this subsection occurs, but for purposes of establishing boundaries for property tax purposes, the boundaries shall be established immediately upon the adoption of the resolution.
- c. i. Referendum action on the proposed reannexation under this section may be taken by the voters of the area proposed to be reannexed if a petition calling for a referendum is filed with the city or town council, or governing body of the fire protection district, within a thirty-day period after the adoption of the resolution under (a)(ii) of this subsection, which petition has been signed by registered voters of the area proposed to be reannexed equal in number to ten percent of the total number of the registered voters residing in that area.
- ii. If a valid petition signed by the requisite number of registered voters has been so filed, the effect of the resolutions shall be held in abeyance and a ballot proposition to authorize the reannexation shall be submitted to the voters of the area at the next special election date specified in RCW 29A.04.330 that occurs forty-five or more days after the petitions have

Regional Fire Authority Implementation Guide

been validated. Approval of the ballot proposition authorizing the reannexation by a simple majority vote shall authorize the reannexation.

RCW 52.26.120

Dissolution of fire protection district – Election - Transfer of responsibilities

Any fire protection district within the authority may be dissolved by a majority vote of the registered electors of the district at an election conducted by the election officials of the county or counties in which the district is located in accordance with the general election laws of the state. The proceedings for dissolution may be initiated by the adoption of a resolution by the board. The dissolution of the district shall not cancel outstanding obligations of the district or of a local improvement district within the district, and the county legislative authority or authorities of the county or counties in which the district was located may make annual levies against the lands within the district until the obligations of the districts are paid. All powers, duties, and functions of a dissolved fire protection jurisdiction within the authority boundaries, pertaining to providing fire protection services may be transferred, by resolution, to the regional fire protection service authority.

RCW 52.26.130

Debt - Interlocal contracts - General obligation bonds

1. An authority may incur general indebtedness for authority purposes, issue bonds, notes, or other evidences of indebtedness not to exceed an amount, together with any outstanding nonvoter approved general obligation debt, equal to three-fourths of one percent of the value of the taxable property within the authority. The maximum term of the obligations may not exceed twenty years. The obligations may pledge benefit charges and may pledge payments to an authority from the state, the federal government, or any fire protection jurisdiction under an interlocal contract. The interlocal contracts pledging revenues and taxes are binding for a term not to exceed twenty-five years, and taxes or other revenue pledged by an interlocal contract may not be eliminated or modified if it would impair the pledge of the contract.
2. An authority may also issue general obligation bonds for capital purposes not to exceed an amount, together with any outstanding general obligation debt, equal to one and one-half percent of the value of the taxable property within the authority. The authority may provide for the retirement of the bonds by excess property tax levies. The voters of the authority must approve a proposition authorizing the bonds and levies by an affirmative vote of three-fifths of those voting on the proposition at an election. At the election, the total number of persons voting must constitute not less than forty percent of the voters in the authority who voted at the last preceding general state election. The maximum term of the bonds may not exceed twenty-five years. Elections shall be held as provided in RCW 39.36.050.
3. Obligations of an authority shall be issued and sold in accordance with chapters 39.46 and 39.50 RCW, as applicable.

Regional Fire Authority Implementation Guide

RCW 52.26.140

Levy of taxes - Levies authorized by special election – Indebtedness - Definition

1. To carry out the purposes for which a regional fire protection service authority is created, as authorized in the plan and approved by the voters, the governing board of an authority may annually levy the following taxes:
 - a. An ad valorem tax on all taxable property located within the authority not to exceed fifty cents per thousand dollars of assessed value;
 - b. An ad valorem tax on all property located within the authority not to exceed fifty cents per thousand dollars of assessed value and which will not cause the combined levies to exceed the constitutional or statutory limitations. This levy, or any portion of this levy, may also be made when dollar rates of other taxing units are released by agreement with the other taxing units from their authorized levies; and
 - c. An ad valorem tax on all taxable property located within the authority not to exceed fifty cents per thousand dollars of assessed value if the authority has at least one full-time, paid employee, or contracts with another municipal corporation for the services of at least one full-time, paid employee. This levy may be made only if it will not affect dollar rates which other taxing districts may lawfully claim nor cause the combined levies to exceed the constitutional or statutory limitations or both.
2. Levies in excess of the amounts provided in subsection (1) of this section or in excess of the aggregate dollar rate limitations or both may be made for any authority purpose when so authorized at a special election under RCW 84.52.052. Any such tax when levied must be certified to the proper county officials for the collection of the tax as for other general taxes. The taxes when collected shall be placed in the appropriate authority fund or funds as provided by law, and must be paid out on warrants of the auditor of the county in which all, or the largest portion of, the authority is located, upon authorization of the governing board of the authority.
3. Authorities may provide for the retirement of general indebtedness by excess property tax levies as set forth in RCW 52.26.130.
4. For purposes of this chapter, the term "value of the taxable property" has the same meaning as in RCW 39.36.015.

RCW 52.26.150

Levy of taxes - To be made by county or counties where authority is located

At the time of making general tax levies each year, the county legislative authority or authorities of the county or counties in which a regional fire protection service authority is located shall make the required levies for authority purposes against the real and personal property in the authority in accordance with the equalized valuations of the property for general tax purposes and as a part of the general taxes. The tax levies are part of the general tax roll and must be collected as a part of the general taxes against the property in the authority.

Regional Fire Authority Implementation Guide

RCW 52.26.160

Taxation of lands lying within authority and forest protection assessment area

In the event that lands lie within both a regional fire protection service authority and a forest protection assessment area they shall be taxed and assessed as follows:

1. If the lands are wholly unimproved, they are subject to forest protection assessments but not to authority levies;
2. If the lands are wholly improved, they are subject to authority levies but not to forest protection assessments; and
3. If the lands are partly improved and partly unimproved, they are subject both to authority levies and to forest protection assessments. However, upon request, accompanied by appropriate legal descriptions, the county assessor shall segregate any unimproved portions which each consist of twenty or more acres, and thereafter the unimproved portion or portions are subject only to forest protection assessments.

RCW 52.26.170

Collection of taxes

It is the duty of the county treasurer of the county in which the regional fire protection service authority created under this chapter is located to collect taxes authorized and levied under this chapter. However, when a regional fire protection service authority is located in more than one county, the county treasurer of each county in which the authority is located shall collect the regional fire protection service authority's taxes that are imposed on property located within the county and transfer these funds to the treasurer of the county in which the majority of the authority lies.

RCW 52.26.180

Benefit charges

1. The governing board of a regional fire protection service authority may by resolution, as authorized in the plan and approved by the voters, for authority purposes authorized by law, fix and impose a benefit charge on personal property and improvements to real property which are located within the authority on the date specified and which have received or will receive the benefits provided by the authority, to be paid by the owners of the properties. A benefit charge does not apply to personal property and improvements to real property owned or used by any recognized religious denomination or religious organization as, or including, a sanctuary or for purposes related to the bona fide religious ministries of the denomination or religious organization, including schools and educational facilities used for kindergarten, primary, or secondary educational purposes or for institutions of higher education and all grounds and buildings related thereto. However, a benefit charge does apply to personal property and improvements to real property owned or used by any recognized religious denomination or religious organization for business operations, profit-making enterprises, or activities not including use of a sanctuary or related to kindergarten, primary, or secondary educational purposes or for

Regional Fire Authority Implementation Guide

institutions of higher education. The aggregate amount of these benefit charges in any one year may not exceed an amount equal to sixty percent of the operating budget for the year in which the benefit charge is to be collected. It is the duty of the county legislative authority or authorities of the county or counties in which the regional fire protection service authority is located to make any necessary adjustments to assure compliance with this limitation and to immediately notify the governing board of an authority of any changes thereof.

2. A benefit charge imposed must be reasonably proportioned to the measurable benefits to property resulting from the services afforded by the authority. It is acceptable to apportion the benefit charge to the values of the properties as found by the county assessor or assessors modified generally in the proportion that fire insurance rates are reduced or entitled to be reduced as the result of providing the services. Any other method that reasonably apportions the benefit charges to the actual benefits resulting from the degree of protection, which may include but is not limited to the distance from regularly maintained fire protection equipment, the level of fire prevention services provided to the properties, or the need of the properties for specialized services, may be specified in the resolution and is subject to contest on the grounds of unreasonable or capricious action or action in excess of the measurable benefits to the property resulting from services afforded by the authority. The governing board of an authority may determine that certain properties or types or classes of properties are not receiving measurable benefits based on criteria they establish by resolution. A benefit charge authorized by this chapter is not applicable to the personal property or improvements to real property of any individual, corporation, partnership, firm, organization, or association maintaining a fire department and whose fire protection and training system has been accepted by a fire insurance underwriter maintaining a fire protection engineering and inspection service authorized by the state insurance commissioner to do business in this state, but the property may be protected by the authority under a contractual agreement.
3. For administrative purposes, the benefit charge imposed on any individual property may be compiled into a single charge, provided that the authority, upon request of the property owner, provide an itemized list of charges for each measurable benefit included in the charge.
4. For the purposes of this section and RCW 52.26.190 through 52.26.270, the following definitions apply:
 - a. i. "Personal property" includes every form of tangible personal property including, but not limited to, all goods, chattels, stock in trade, estates, or crops.
 - ii. "Personal property" does not include any personal property used for farming, field crops, farm equipment, or livestock.
 - b. "Improvements to real property" does not include permanent growing crops, field improvements installed for the purpose of aiding the growth of permanent crops, or other field improvements normally not subject to damage by fire.

RCW 52.26.190

Benefit charges - Exemptions

All personal property not assessed and subjected to ad valorem taxation under Title 84 RCW, all property under contract or for which the regional fire protection service authority is receiving

Regional Fire Authority Implementation Guide

payment for as authorized by law, all property subject to chapter 54.28 RCW, and all property that is subject to a contract for services with an authority, is exempt from the benefit charge imposed under this chapter.

RCW 52.26.200

Benefit charges - Resolution - County assessor's duties

1. The resolution establishing benefit charges as specified in RCW 52.26.180 must specify, by legal geographical areas or other specific designations, the charge to apply to each property by location, type, or other designation, or other information that is necessary to the proper computation of the benefit charge to be charged to each property owner subject to the resolution.
2. The county assessor of each county in which the regional fire protection service authority is located shall determine and identify the personal properties and improvements to real property that are subject to a benefit charge in each authority and shall furnish and deliver to the county treasurer of that county a listing of the properties with information describing the location, legal description, and address of the person to whom the statement of benefit charges is to be mailed, the name of the owner, and the value of the property and improvements, together with the benefit charge to apply to each. These benefit charges must be certified to the county treasurer for collection in the same manner that is used for the collection of fire protection charges for forest lands protected by the department of natural resources under RCW 76.04.610 and the same penalties and provisions for collection apply.

RCW 52.26.210

Benefit charges - Administration and collection by county treasurer

Each regional fire protection service authority shall contract, prior to the imposition of a benefit charge, for the administration and collection of the benefit charge by each county treasurer, who shall deduct a percentage, as provided by contract to reimburse the county for expenses incurred by the county assessor and county treasurer in the administration of the resolution and this chapter. The county treasurer shall make distributions each year, as the charges are collected, in the amount of the benefit charges imposed on behalf of each authority, less the deduction provided for in the contract.

RCW 52.26.220

Benefit charges - Submission to voters - Renewal

1. Notwithstanding any other provision in this chapter to the contrary, any benefit charge authorized by this chapter is not effective unless a proposition to impose the benefit charge is approved by a sixty (60) percent majority of the voters of the regional fire protection service authority voting at a general election or at a special election called by the authority for that purpose, held within the authority. A ballot measure that contains an authorization to impose benefit charges and that is approved by the voters pursuant to RCW 52.26.060 meets the proposition approval requirement of this section. An election held under this section must be held not more than twelve (12) months prior to the date on which the first charge is to be assessed. A benefit charge approved at an election expires in six (6) years or fewer as authorized by the voters, unless subsequently reapproved by the voters.

Regional Fire Authority Implementation Guide

2. The ballot must be submitted so as to enable the voters favoring the authorization of a regional fire protection service authority benefit charge to vote "Yes" and those opposed to vote "No." The ballot question is as follows:

"Shall the regional fire protection service authority composed of (insert the participating fire protection jurisdictions) be authorized to impose benefit charges each year for (insert number of years not to exceed six (6)) years, not to exceed an amount equal to sixty (60) percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.26.140(1)(c)?"

YES NO

☐ ☐

2. "Authorities renewing the benefit charge may elect to use the following alternative ballot:

"Shall the regional fire protection service authority composed of (insert the participating fire protection jurisdictions) be authorized to continue voter-authorized benefit charges each year for (insert number of years not to exceed six (6)) years, not to exceed an amount equal to sixty (60) percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.26.140(1)(c)?"

YES NO

☐ ☐

RCW 52.26.230

Benefit charges - Establishment - Public hearings - Notice to property owners

1. Not fewer than ten (10) days nor more than six (6) months before the election at which the proposition to impose the benefit charge is submitted as provided in this chapter, the governing board of the regional fire protection service authority shall hold a public hearing specifically setting forth its proposal to impose benefit charges for the support of its legally authorized activities that will maintain or improve the services afforded in the authority. A report of the public hearing shall be filed with the county treasurer of each county in which the property is located and be available for public inspection.
2. Prior to November 15th of each year the governing board of the authority shall hold a public hearing to review and establish the regional fire protection service authority benefit charges for the subsequent year.
3. All resolutions imposing or changing the benefit charges must be filed with the county treasurer or treasurers of each county in which the property is located, together with the record of each public hearing, before November 30th immediately preceding the year in which the benefit charges are to

Regional Fire Authority Implementation Guide

be collected on behalf of the authority.

4. After the benefit charges have been established, the owners of the property subject to the charge must be notified of the amount of the charge.

RCW 52.26.240

Benefit charges - Limitation on imposition of property tax

A regional fire protection service authority that imposes a benefit charge under this chapter shall not impose all or part of the property tax authorized under RCW 52.26.140(1)(c).

RCW 52.26.250

Benefit charges - Complaints - Review board

After notice has been given to the property owners of the amount of the charge, the governing board of a regional fire protection service authority imposing a benefit charge under this chapter shall form a review board for at least a two-week period and shall, upon complaint in writing of an aggrieved party owning property in the authority, reduce the charge of a person who, in their opinion, has been charged too large a sum, to a sum or amount as they believe to be the true, fair, and just amount.

RCW 52.26.260

Benefit charges - Model resolution - Assistance by Washington fire commissioners association

The Washington Fire Commissioners Association, as soon as practicable, shall draft a model resolution to impose the regional fire protection service authority benefit charge authorized by this chapter and may provide assistance to authorities in the establishment of a program to develop benefit charges.

RCW 52.26.270

Benefit charges - Additional exemption

A person who is receiving the exemption contained in RCW 84.36.381 through 84.36.389 is exempt from any legal obligation to pay a portion of the benefit charge imposed under this chapter as follows:

1. A person who meets the income limitation contained in RCW 84.36.381(5)(a) and does not meet the income limitation contained in RCW 84.36.381(5)(b) (i) or (ii) is exempt from twenty-five percent of the charge;

Regional Fire Authority Implementation Guide

2. A person who meets the income limitation contained in RCW 84.36.381(5)(b)(i) is exempt from fifty percent of the charge; and
3. A person who meets the income limitation contained in RCW 84.36.381(5)(b)(ii) shall be exempt from seventy-five percent of the charge.

RCW 52.26.280

Civil service - When authorized or required

1. Subject to subsection (2) of this section, a regional fire protection service authority may, by resolution of its board, provide for civil service for its employees in the same manner, with the same powers, and with the same force and effect as provided by chapter 41.08 RCW for cities, towns, and municipalities, including restrictions against the discharge of an employee because of residence outside the limits of the regional fire protection service authority.
2. If an agreement is reached to provide for civil service under RCW 52.26.100(6), the regional fire protection service authority shall establish such a system as is required by the agreement.

RCW 52.26.290

Annexation of territory

Territory that is annexed to a participating jurisdiction is annexed to the authority as of the effective date of the annexation. The statutes regarding transfer of assets and employees do not apply to the participating jurisdictions in the annexation.

RCW 52.26.900

Captions not law - 2004 c 129

Captions used in this act are not any part of the law.

RCW 52.26.901

Severability - 2004 c 129

If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.

Regional Fire Authority Implementation Guide

Fire Authority Development Process

Regional Fire Authority Implementation Guide

Fire Authority Development Process

The first step in the process to determine if the regional fire authority (RFA) is right for you is to ask the following questions:

- Are we considering an RFA for the benefit of our citizens?
- Are we considering an RFA to gain efficiencies for the benefit of our citizens?
- Are we considering an RFA to improve the overall level of service, standards of cover, and enhance services for the benefit of our citizens?

If the answer to these simple questions is **yes**, then an RFA might be a strong consideration for your department. However, if you are considering an RFA simply to try to save money, or due to a funding issue; or, if you are considering an RFA to eliminate issues between fire departments (such as issues between cities and fire districts), then the RFA probably is not the answer for you. The RFA should only be used if it can be determined that combining fire departments, or subsets of fire departments, can truly benefit the citizens that are being served. If it is not about the citizens, then don't do it. If it is...proceed forward!!!

For those not familiar with the term RFA, or the concept, a regional fire protection authority (RFA) is a municipal corporation in Washington and a separate taxing district. Its boundaries are coextensive with those of the two or more fire protection jurisdictions (e.g. a fire district or districts and/or a city) that want to cooperate and form such an authority. The entity is created by a vote of the people. An RFA operates pursuant to a Plan, which is formulated by a Planning Committee and approved by the voters in the service area. The statute (Title 52) outlines broadly how the plan is formulated, what agencies to coordinate with and consult, and includes public input requirements. There is a detailed statutory provision dealing with the authorization of the RFA to establish a system of ambulance service, requiring procedures to ensure that the system does not compete with existing private

Regional Fire Authority Implementation Guide

ambulance services, unless first there is a finding of inadequacy of service. There have been similar “inadequacy” and “non-compete” provisions in city and county laws for many years. However, those provisions do not exist for fire districts, as they can lawfully establish ambulance services that compete with private ambulance services without running afoul of any law (or proving inadequacy), including the antitrust laws.

In the Plan, the RFA’s recommended sources of revenue should also be set forth, to include tax levies and benefit charges, if any. However, if the plan calls for imposition of any benefit charges or levying of any taxes that would need 60% voter approval, then the ballot measure to approve the Plan and create the RFA needs 60% voter approval. Otherwise, the measure needs only majority approval by the voters.

Therefore, if the decision is made by two (2) or more adjacent/contiguous fire department organizations that wish to explore the potential of combining their services for the benefit of their citizens, then the first step is to establish a Planning Committee. The Planning Committee, as stated previously, is responsible to develop the “Plan” for the RFA, which is the single most important component of the RFA as it establishes how the RFA will operate; how the RFA will be funded; and how the RFA will be governed and managed. Here are some key points related to the “Planning Committee”:

- Each governing body of the fire protection jurisdictions looking into the RFA shall appoint three (3) elected officials to the RFA Planning Committee. This can be a mix of Fire District Commissioners, City Council Members and Tribal Leaders depending upon the RFA being considered.

Regional Fire Authority Implementation Guide

- The RFA Planning Committee may elect officers and adopt rules and procedures at its first meeting. These should then be agreed upon in writing.
- The Planning Committee may dissolve itself at any time by a majority vote of the total membership of the Planning Committee. This would occur if the research into the RFA shows that the RFA is not the method of choice for the participating agencies.
- Any participating fire protection jurisdiction may withdraw upon thirty (30) calendar days written notice to the other jurisdictions.

The RFA Plan, developed by the Planning Committee (or by subcommittees as assigned by the Planning Committee) provides for the design, financing and development of fire protection and emergency services in the proposed RFA. The Plan:

- Shall create opportunities for public input in the development of the plan. This can be handled through public hearings, public meetings, and other such venues.
- Shall consider transport issues related to use of private ambulance companies, or potential transport by the RFA itself.
- May include land use planning and input from surrounding cities and districts.
- Shall deliver the final approved Plan to all of the governing bodies to initiate an election. The Plan, agreed upon by the Planning Committee, still requires the approval of the governing bodies of each entity in order to place the RFA on the ballot (i.e. individual City Councils and Fire District Commissioner Boards still have to approve the RFA Plan for it to move forward).
- If the RFA Plan is placed on the ballot, yet not approved through an election by citizens in the affected areas, the RFA Planning Committee may modify the Plan for resubmission to the voters.

Regional Fire Authority Implementation Guide

- If the RFA Plan fails three (3) times the RFA Planning Committee is dissolved (in other words, three (3) strikes and you're out!!!).

Funding for the RFA may include any tax or benefit charge that is available to a fire district:

- Fire levy (collection up to \$1.50 per \$1000 of assessed valuation, including the authority to run multi-year lid lifts).
- EMS levy
- Excess levy
- Benefit Charge
- Bonds for Capital Purchases

All funding mechanisms require a super majority (60% or greater), except the \$1.50/1000 of AV fire levy (ad valorem property taxes). The funding mechanism for the RFA is built directly into the RFA Plan. Thus, when the RFA is eventually placed before the voters at an agreed upon election, if the RFA Plan includes a funding mechanism that requires a simple majority (ad valorem taxes at up to \$1.50 per \$1000 of A/V) then the approval of the RFA Plan by the voters requires a simple majority (50% plus 1 voter). If the RFA Plan includes a funding mechanism that requires a super majority (60% or greater, such as via the Benefit Charge) then the approval of the RFA Plan by the voters requires a super majority.

The governing bodies of the fire protection jurisdictions may certify the Plan to the ballot once they receive the RFA Plan from the Planning Committee. The governing bodies of the fire protection jurisdictions draft a single ballot measure that both approves the formation of the authority (RFA), and approves the plan itself. Authorities may negotiate interlocal agreements necessary to implement the plan. The electorate is the citizens voting within the boundaries of the proposed regional fire protection service authority. In other words, all citizens in the proposed RFA who are registered to

Regional Fire Authority Implementation Guide

vote have the authority to vote on the RFA. It is the TOTAL of all who vote that determine the outcome of the RFA (in other words, the RFA does not need to pass in each individual jurisdiction...it is the combined vote from all participating jurisdictions which determines passage or failure). The RFA is liable for its proportionate share of the costs of the election if it passes. If it fails, each original governing entity must share the costs of the election based upon the formulas utilized for elections based on the number of registered voters in each area.

If the RFA passes at the ballot, the RFA is formed on the next January 1st or July 1st after voter approval. The county where the RFA has formed shall publish a notice declaring the RFA formed within 15 days of the certification of the election. Any challenge on the procedure or the formation of the RFA must take place within 30 days of the certification of the election to the County Prosecuting Attorney and Attorney General.

A key point to keep in mind is that due to the operations within each County around the State, if an RFA election takes place after August 1st of a given year, then the RFA will not be able to collect ad valorem taxes or issue benefit service charges in the upcoming year (i.e. if the ballot measure passes in mid-August or November of 2007, the RFA can not begin to collect funds as a municipal organization until January of 2009...not 2008). This is due to the fact that for County Finance and the Assessor's Office, August 1st is the cut off date for any entity to be formally in place for the collection of property taxation or benefit service charges in the following year. This key component must be kept in mind during the Planning Committee process as it might require that the RFA operate in its first year under contractual agreements with the old governance bodies (i.e. contracts with the Cities or Fire Districts) to collect funds and distribute these funds back to the RFA for its operations. Then, the following year, the RFA can operate as outlined under Title 52 for revenue. The statute provides that RFA Plans shall be reviewed, and updated as necessary, by the governing body, every ten years.

Regional Fire Authority Implementation Guide

Most of the typical list of powers usually provided to fire districts or cities are included for the RFA within Title 52, plus a sort of “catchall” provision saying the board may exercise powers and perform duties the board determines necessary to carry out the purposes, functions and projects of the authority in accordance with Title 52, if one of the fire protection jurisdictions is a fire district, or other statutes identified in the plan, if none are fire districts. Property rights and eminent domain powers would be “transferred” from the former fire districts and/or cities to the RFA. This makes it rather plain that a participating city or fire district is “out of business” completely, at least with respect to fire and EMS, when an RFA is created. All funds, assets, and personnel of the participating jurisdictions must be transferred over to the RFA. Detailed statutory changes make it clear that employees get transferred, with at least equal compensation to what they enjoyed at the time of transfer, no change in benefits, promotional opportunities, or probationary periods. If any of the participating jurisdictions had a civil service system, as city firefighters do (and a few fire districts, such as Lakewood) then the law requires that to be negotiated per RCW 41.56. Existing collective bargaining agreements must be honored until they expire, or have been modified or renegotiated by the RFA and the new Union(s).

The RFA can incur indebtedness and issue municipal bonds, up to three-fourths of one percent of the taxable property within the boundaries and not to exceed twenty years. Also, general obligation bonds are allowed to be issued, but not to exceed 1 ½ percent of the value of taxable property.

Frequently Asked Questions

Regional Fire Authority Implementation Guide

Frequently Asked Questions

What is an RFA?

An RFA is an abbreviation for Regional Fire Authority, which is the common term for what the state law refers to as a Regional Fire Protection Services Authority. The RFA law is a legal process to allow the voters of that area to consider fire service consolidation and regionalization of services to produce service efficiencies. The RFA encourages Fire Districts and Municipal Fire Departments to consider consolidation by treating both entities equally.

Where can I learn more about the law that allows the RFA?

Recent changes to state law now allow the process of forming an RFA, RCW 52.26 see [RFA RCWs](#) for the actual law.

Why combine services?

The purpose of the Regional Fire Authority is to provide the citizens with the best level of fire protection and emergency medical services with through combined resources. The cost of maintaining and improving fire protection and emergency medical services has increased substantially. Combining services may provide the most cost-effective service for our citizens through economies of scale, macro-service delivery strategies, removing duplication and erasing borders.

How big can an RFA be?

Basically, as big as you want it to be. As an example, the new Kitsap RFA with Bremerton Fire Department, Central Kitsap Fire and Rescue and South Kitsap Fire and Rescue would serve approximately 200,000 citizens, 300 square miles, \$16 billion in assessed value, operating budget of \$40 million, 200 career Firefighters/EMT and Paramedics and 100 active volunteers and support service personnel. The vision dictates that this new RFA must demonstrate value for the citizens now and into the future. Other current RFA's include Valley Regional Fire Authority (VRFA), which combined the cities of Auburn, Algona and Pacific, and Riverside RFA which combined Lewis County Fire Protection District #12 and the city of Centralia. Both of these RFAs are working very well within their plan and vision.

What is the Vision Statement for the Kitsap RFA?

The vision of the RFA is: *Provide the highest quality emergency fire and EMS service for our citizens with the available resources. The Strategy is: To develop a consolidation work plan and determine if it provides net efficiencies in fire and EMS service delivery between Bremerton Fire Department, Central Kitsap Fire and Rescue, and South Kitsap Fire and Rescue.*

How is the RFA set up?

The law allows the establishment of a RFA Planning Committee to explore the process of regionalization. The Planning Committee then creates the RFA Steering Committee to provide the information necessary for the Planning Committee to make sound decisions to the creation of the RFA. The ultimate authority for the creation of the RFA rests with the voters when the RFA Planning Committee forwards its recommendations and a ballot measure is placed before the voters.

Who are the members of the committees?

The members of the RFA Planning Committee for any planning process include three (3) members from each participating agency. Thus, if you were looking to combine two (2) cities and two (2) fire

Regional Fire Authority Implementation Guide

districts, the Planning Committee would be comprised of twelve (12) members (6- City Council members representing the 2 cities, and 6- Commissioners representing the 2 fire districts).

When and where are the meetings held?

The RFA Planning Committee establishes meetings on a regular basis at an established time and location (which can rotate as deemed proper by the Planning Committee). The purpose of these meetings is to gather information for the development of the Plan. These should be open public meetings to allow for public input, as well as their education on the RFA concept.

How the work is accomplished and is there a time line?

The process of developing the RFA work plan will be for the Steering Committee to develop strategic statements for all of the project task items and once approved by the Planning Committee, then organize the work and produce a recommendation in a timely manner for consideration by the Planning Committee.

How will the RFA be funded?

The funding options for the Regional Fire Authority are the same as those available for the Fire Districts. Those options include property tax funded fire levies, EMS levies, bonds, excess levies. Benefit service charges are considered a fee for service and are permitted in lieu of the last fifty cents of property tax funded fire levy revenue. Finally, non-tax revenue, such as transport fees, contracts and other assessments are available as possible funding sources. Any funding mechanism must be approved by the voters by the same majority that the fire district measures required.

When the RFA is approved by the voters, what happens to existing career and volunteer personnel?

All personnel (career and volunteer) from all involved agencies would be transferred to the new department and retain their status through new agreements. Some member's assignments may change to support emergency service delivery improvements. The key to a successful transition is to involve Labor early in the process, and ensure that wages, hours and working conditions are negotiated as per RCW 41.56.

Is it mandatory for the Labor Unions to combine when an RFA is formed which covers two or more organized labor groups?

No it is not. However, it is strongly suggested that Labor be involved from the beginning when contemplating and developing an RFA. Their input and support will be extremely important in the successful implementation of an RFA. Additionally, it is strongly suggested to work together with Labor under the auspices of RCW 41.56 related to collective bargaining to ensure that all members are handled fairly with regards to wages, hours and working conditions. While different labor groups may work under different collective bargaining agreements (CBAs) for a short period of time during the inception of an RFA, it is strongly suggested that a new CBA be fairly negotiated and implemented by both parties as soon as is practical.

Does the law allow additional fire districts or municipalities to join the RFA after it has been formed? Can two or more RFA's join together or merge?

No. Under current law, there is nothing which allows for any additional entities (fire districts or municipalities) to formally join an RFA, except under a contract for service or contractual consolidation. RFAs are not currently allowed per legal statute to merge or annex areas, or have cities annex into them once the RFA has been formed.

Regional Fire Authority Implementation Guide

When a City annexes into a Fire District, the City's property tax levy capacity increases from \$3.375 per \$1000 of assessed valuation to \$3.60 per \$1000 of assessed valuation, less the amount the Fire District collects (either \$1.50 or \$1.00) and any funds collected by a Library District (up to \$0.50). Does the same thing happen when a City becomes part of an RFA?

No. The statute does not allow for the same benefit to a City annexing into a Fire District (the increase in property tax levy availability) as when a City becomes part of an RFA.

What is the impact of LEOFF 1 liabilities on parties considering formation of a Regional Fire Authority (RFA)?

The obligation for LEOFF 1 liabilities (especially for retired members) would succeed to the surviving entity just as if that new entity had incurred the obligation in the first place (much like a "successor employer" succeeding to the obligations of its predecessor under collective bargaining agreements). This is true whether the combination were a fire district merger or formation of an RFA. The surviving entity (an RFA in this circumstance) would be responsible for all LEOFF 1 liability previously incurred by the former fire agencies (i.e. former fire districts or municipalities now involved with the RFA).

Can the governing body members of a regional fire authority (RFA) formed under chapter 52.26 RCW be compensated for their services under the existing laws, much like fire district commissioners are compensated under RCW 52.14.010?

The answer is yes. While not expressly stated within RCW 52.26, the opinion of Legal Counsel is that Governing Bodies may indeed be compensated for their attendance at meetings much like that of Fire District Commissioners. This provision should be addressed within the RFA Plan. Under the authority of the Plan, and applicable statutes, the governing body should adopt its governing rules and policies. One of those rules or policies could include a rule or policy establishing the compensation policy of the RFA for board services. It makes most sense for the compensation policy to be in accord with the language of RCW 52.14.010, which currently provides compensation of \$90 per day or portion thereof, whenever a board holds a meeting or a member otherwise provides authorized services.

Regional Fire Authority Implementation Guide

Implementation Matrix

Regional Fire Authority Implementation Guide

Implementation Matrix

- I. Each Governing Body interested must make the decision to research the possibility of an RFA with contiguous/adjacent neighboring fire departments. This can be a full fire organization RFA, or a subset (i.e. Training RFA, Special Operations RFA, etc.).
- II. The Governing Bodies send letters to each other indicating their desire to study the possibility of forming an RFA.
- III. The Governing Bodies must appoint three (3) members each to form a “Planning Committee” (i.e. 3-each elected officials from any involved Fire District or Municipal/City Department).
- IV. The Planning Committee meets and establishes their rules of operation.
 - Frequency of meetings
 - Chair of Planning Committee (if desired)
 - Use of subcommittees
 - Time frame for final report
- V. The Planning Committee must identify the following:
 - The vision of the RFA.
 - The services to be provided by the RFA.
 - What the Governing Body of the RFA will be composed of (this is left totally up to the Planning Committee as to membership (i.e. a mix of City Council members, Fire District Commissioners, or citizens elected or appointed at large); the number of members on the new Governing Body (the statute is silent on this, so it is totally up to the Planning Committee); and length of time each member will serve on the new governing board.

Regional Fire Authority Implementation Guide

- The funding mechanism to be utilized by the RFA (i.e. ad valorem taxes, benefit charges, excess levy, EMS Levy, etc.).
 - The level of service/standards of cover to be utilized by the RFA.
 - The makeup of the Administrative Team.
 - The extent that Labor will be involved in the planning process (it is strongly suggested they be intimately involved throughout the process).
 - The methodology to determine how different Labor groups will be combined within the RFA, potentially under a newly negotiated collective bargaining agreement (CBA), or under old CBAs for a short period of time until a new CBA can be negotiated.
- VI. The Planning Committee finalizes the RFA Plan and adopts it by majority of the Committee.
 - VII. The RFA Plan is sent to the individual Governing Bodies. Each Governing Body must approve the Plan for the RFA to continue forward.
 - VIII. Once approved by the Governing Bodies, the Planning Committee develops ballot language to place the RFA before the voters in all areas affected by the RFA.
 - IX. The individual Governing Bodies must approve the ballot language and then must place it on the same ballot within their individual jurisdictions.
 - X. If the RFA Plan includes a funding mechanism for ad valorem property taxes (up to \$1.50 per \$1000 of A/V), then a simple majority (50% plus 1) is required for passage. If the RFA Plan includes an excess levy or benefit charge for operations, then a 60% super majority is required (plus a 40% validation requirement if the excess levy is utilized for funding).
 - XI. If the RFA Plan is passed by the electorate, then the RFA goes into effect on the following January 1st or July 1st following the election (NOTE: the RFA Plan does not need to pass in all individual areas, the vote is a combined total of all voting).

Regional Fire Authority Implementation Guide

XII. If the RFA Plan fails at the ballot box, then the RFA Plan is returned to the Planning Committee for further action. This action can include:

- Retooling of the Plan for possible resubmission to the electorate.
- Placing the same Plan before the electorate at a later date after additional public outreach.
- Deciding that the RFA is simply not the thing to do at this time.

The RFA Plan can be voted on three (3) times before the Planning Committee has to formally be dissolved.

XIII. The RFA begins operation on January 1st or July 1st following the election. If the RFA vote takes place after August 1st of a given year, then the RFA can not legally collect ad valorem taxes or a benefit charge until the year following the formation of the RFA. If the election is held prior to August 1st, then the RFA can collect taxes and/or the benefit charge the upcoming year. In situations wherein taxes or the benefit charge can not be collected, the RFA should contract back with the original participating jurisdictions (i.e. cities and fire districts) to have them collect funds and distribute them to the RFA via a contractual agreement for the first year of the RFA. Thereafter, the RFA will collect revenues on its own.

Regional Fire Authority Implementation Guide

Sample Resolutions and Other Miscellaneous Information

Regional Fire Authority Implementation Guide

Agreement to Cover Time Period between Election and RFAs Ability to Collect Revenues

INTERLOCAL COOPERATION AGREEMENT FOR FINANCING OF REGIONAL FIRE PROTECTION SERVICE AUTHORITY DURING 2008

THIS AGREEMENT is made by and between the City of Centralia (hereinafter "City") and Lewis County Fire Protection District No. 12 (hereinafter "District"), both of which are municipal corporations in the State of Washington, pursuant to RCW 39.34.030, a part of the Interlocal Cooperation Act, for the purpose of providing secure financing for the Regional Fire Protection Authority (hereinafter "RFPSA"), which will serve both jurisdictions' service areas.

WHEREAS, for a period of time the City and the District have operated as one consolidated fire department pursuant to Chapter 39.34 of the Revised Code of Washington; and

WHEREAS, the consolidation of the two fire departments has been successful; and

WHEREAS, therefore the governing bodies of both municipal corporations have deemed it to be in the best interest of both jurisdictions to form an RFPSA, effective January 1, 2008, under the authority of Chapter 52.26 of the Revised Code of Washington, and the parties placed such a ballot proposition before the appropriate voters in the November 2007 general election which was approved; and

WHEREAS, the voter approved proposition included a Regional Fire Protection Service Authority Plan that contemplated financing the RFPSA in 2008 through, in part, a regular property tax levy approved by the governing body of the RFPSA, to be collected in 2008; and

WHEREAS, these parties have now learned that such an RFPSA would be unable to levy such a tax to be collected in 2008, due to the provisions of RCW 84.09.030, which would have required such an RFPSA to be formed no later than October 1, 2007, in order to levy such a 2007 regular property tax, to be collected in 2008; and

WHEREAS, these parties desire to provide secure property tax funding for the RFPSA to provide service commencing on January 1, 2008.

NOW THEREFORE, IT IS NOW HEREBY AGREED AS FOLLOWS:

Section 1. Regional Fire Protection Service Authority Plan. The parties are committed to implementation of the Regional Fire Protection Service Authority Plan and to formation of the RFPSA as proposed which shall commence service effective January 1, 2008.

Section 2. Interim Financing. In as much as the RFPSA will require secure property tax funding commencing on January 1, 2008, the parties recognize that it is imperative to provide the RFPSA with interim financing until such time as the RFPSA begins to receive property tax revenue in 2009, resulting from a levy imposed by the governing body of the RFPSA. The primary purpose of this agreement is to provide that interim financing.

Section 3. 2007 District Taxes. The parties agree that all District property taxes levied in 2007, that are collected in 2008, or thereafter, shall be paid to the RFPSA, or to its benefit, as soon after collection as feasible, but no later than July 10, 2008 for collections received through June 30, 2008

Regional Fire Authority Implementation Guide

and no later than January 10, 2009 for collections received through December 31, 2008. All other property tax revenues or receipts of the District, including delinquent taxes, shall be and remain the property of the District. All District property tax collections during 2008 shall be transferred to the RFPFA in recognition that the District has budget authority for 2007 taxes collected during 2008 and the District taxing authority for tax levies will be with the RFPFA for 2008 for said taxes collected in 2009. All other property tax revenues or receipts of the District, including delinquent taxes, shall be and remain the property of the District.

Section 4. 2007 City Taxes. The parties agree that all City property taxes levied in 2007, pursuant to any emergency medical services (EMS) levy imposed pursuant to RCW 84.52.069, that are collected in 2008, or thereafter, shall be paid to the RFPFA, or to its benefit, within 5 working days after receipt from Lewis County. Additionally, the City agrees that, with respect to the regular property taxes levied in 2007 by the City which is hereby defined to mean, and limited to \$1.50 per thousand of assessed valuation of property within the City of Centralia, that are collected in 2008, or thereafter, shall be paid to the RFPFA, or to its benefit, within 5 working days after receipt from Lewis County. All other property tax revenues or receipts of the City, including delinquent taxes, shall be and remain the property of the City. All City fire property tax collections during 2008 shall be transferred to the RFPFA in recognition that the City has budget authority for 2007 taxes collected during 2008 and the City taxing authority for tax levies will be with the RFPFA for 2008 for said taxes collected in 2009.

Section 5. EMS Levy Receipts. The RFPFA agrees to comply with City of Centralia Ordinance 2076, where 15% of the EMS Levy collected is required to be set aside for the sole purpose of the purchasing of EMS capital equipment.

Section 6. Loan. In addition, the City and the District agree that, during at least the first five months of 2008, there will be insufficient property tax revenues transferred to the RFPFA pursuant to the provisions of Sections 3 and 4 of this agreement for the RFPFA to operate the joint fire department for the citizens and residents of the City and the District. Therefore, the parties agree, if necessary, to jointly make, or arrange for, through all short-term borrowing means available to these municipal corporations, or otherwise in accordance with law, a loan to the RFPFA to provide sufficient funds to operate the RFPFA until such property tax revenue can be made available to the RFPFA in 2008. Such loaned funds will be repaid to the respective parties by the RFPFA as agreed upon.

Section 7. Filing. A copy of this interlocal agreement shall be filed with the financial agents for both parties and with the county auditor.

Section 8. Prior Agreements. All provisions of prior interlocal agreements between these parties shall remain in full force and effect, unless they conflict directly with any provision hereof.

Section 9. Notices. All notices, requests, demands, and other communications required by this agreement shall be in writing and shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing if mailed by first class, postage prepaid and addressed to the party at its address as stated in this agreement or at such address as any party may designate at any time in writing.

Section 10. Severability. If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

Regional Fire Authority Implementation Guide

Section 11. Waiver. No waiver of any provision of this agreement shall be valid unless it is in writing and signed by the person or party against whom charged.

Section 12. Applicable Law. This agreement shall be subject to and governed by the laws of the State of Washington and any applicable federal laws.

Section 13. Modification. This agreement represents the entire agreement between the parties. No change, termination, or attempted waiver of any of the provisions of this agreement shall be binding on either of the parties unless executed in writing by authorized representatives of each of the parties. This agreement shall not be modified or otherwise affected by the course of dealing between the parties.

Section 14. Third Party Beneficiary. This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, express or implied, on any third persons or parties, except for the Regional Fire Protection Service Authority.

Section 15. Dispute Resolution. The parties may resolve any dispute arising from this agreement through any dispute resolution process, including but not limited to mediation and arbitration, provided that the parties may pursue any other remedies available to them, including those available at law or in equity.

Regional Fire Authority Implementation Guide

LEWIS COUNTY FIRE PROTECTION
DISTRICT 12

Chairman

Commissioner

Commissioner

ADDRESS: _____

ATTEST:

District Secretary

THE CITY OF CENTRALIA

City Manager

ADDRESS: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Regional Fire Authority Implementation Guide

**Resolution for Ballot Measure creating RFA with Centralia and Lewis
County #12**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY CENTRALIA,
WASHINGTON, STATING THE CITY COUNCIL'S SUPPORT FOR THE
PROPOSITION ON THE NOVEMBER 6, 2007, BALLOT WHICH, IF
APPROVED, WOULD CREATE AND ESTABLISH A REGIONAL FIRE
PROTECTION SERVICE AUTHORITY, ENCOMPASSING THE AREA
OF THE CITY OF CENTRALIA AND LEWIS COUNTY FIRE
PROTECTION DISTRICT #12**

WHEREAS, over the past few years, local municipalities have experienced increased demands for fire and emergency medical services; and

WHEREAS, the result of these demands create a challenging task to provide an adequate level of municipal services for its citizens; and

WHEREAS, this consolidation of resources, through the establishment of a regional fire protection service authority, provides a mechanism for the participating agencies to maximize their abilities to provide fire protection services; and

WHEREAS, state law was recently amended to increase the advantages of municipalities and other governmental entities to join together to form a regional fire protection service authority, whereby their services would be consolidated and the participating jurisdictions would benefit from increased efficiencies; and

WHEREAS, in order to provide the most effective fire protection services, the City of Centralia and Lewis County Fire Protection District #12 established the Joint Board on Fire and Life Safety, which authorized the establishment of a Regional Fire Authority Planning Committee to evaluate regional fire protection needs and the parameters of the Regional Fire Protection Service Authority (the "Authority"); and

Regional Fire Authority Implementation Guide

WHEREAS, the Regional Fire Protection Authority Planning Committee developed its Plan for the "Authority", copies of which are on file with the City Clerk for the City of Centralia and Board Secretary for Lewis County Fire Protection District #12; and

WHEREAS, in accordance with said Plan and with chapter 52.26 RCW, it is appropriate to place before the voters of the proposed "Authority" a proposition for the creation of the Regional Fire Protection Service Authority and the approval of the Plan, all in accordance with state law; and

WHEREAS, it is the City Council's position to endorse and support that ballot measure expressed at a meeting at which members of the public are given opportunity to voice opposing views pursuant to RCW 42.17.130; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CENTRALIA, WASHINGTON, HEREBY RESOLVES as follows:

Section 1. FINDINGS AND DESCRIPTION OF PROPOSITION.

The City Council of the City of Centralia, Washington, hereby finds that it is in the best interests of the City to submit to the qualified electors of the City, at the general election to be held on November 6, 2007, a proposition regarding the creation of the Regional Fire Protection Service Authority (the "Authority"), pursuant to chapter 52.26 RCW, and the approval of the Plan for the Authority. If approved by the voters in accordance with RCW 52.26.060, this proposition would: (1) create a regional fire protection service authority (the "Authority"), as defined in RCW 52.26.020, whose boundaries are coextensive with Lewis County Fire Protection District #12; and (2) approve the "Plan" prepared by the Regional Fire Protection Authority Planning Committee. The governing body of the "Authority" shall have such rights to modify the details of the "Plan" from time to time as provided by law and the provisions of the "Plan".

Regional Fire Authority Implementation Guide

Section 2. BALLOT TITLE AND PROPOSITION

The Director of Records and Elections of Lewis County, Washington, as ex officio supervisor

of t elec prel 29A Sect For RCV Dir Sect	<p>PROPOSITION _____</p> <p>Lewis County, Washington</p> <p>CREATION OF REGIONAL FIRE PROTECTION SERVICES AUTHORITY</p> <p>The Regional Fire Protection Service Authority Planning Committee has submitted to the City of Centralia and Lewis County Fire Protection District #12 a Regional Fire Service Protection Authority Plan to create and fund a Regional Fire Protection Service Authority under RCW 52.26. If this Plan is approved, it will create a regional authority for fire protection and emergency medical services funded by a regular property tax, not to exceed \$1.50 per one thousand dollars of assessed value, and an existing City of Centralia Emergency Medical Services levy.</p> <p>Should the Plan for a Regional Fire Protection Service Authority be approved?</p> <p>YES.....<input type="checkbox"/></p> <p>NO<input type="checkbox"/></p>	ral CW m the
--	---	--------------------

The City Clerk, or his/her designee, is hereby authorized and directed, no later than August 14, 2007, to provide the County Auditor a certified copy of this resolution and to perform such other duties as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot at the November 6, 2007 election. All actions taken prior to the effective date of this resolution and in furtherance of this objective are hereby ratified and confirmed.

Section 5. IMPLEMENTATION

The City Manager is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation, including modifying the text of the "Plan" and the text of the Ballot Measure and any other text, language and/or descriptions relative thereto.

Section 6. EFFECTIVE DATE

Regional Fire Authority Implementation Guide

ADOPTED by the City Council of the City of Centralia, Washington and executed by its Mayor at a regularly scheduled meeting thereof this ____ day of _____, 2007.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Regional Fire Authority Implementation Guide

**Final Approved Ballot Language for Creation of Centralia/Lewis #12
Regional Fire Authority**

PROPOSITION _____

Lewis County, Washington

**APPROVAL OF PLAN FOR CREATION OF REGIONAL FIRE
PROTECTION SERVICES AUTHORITY**

The Regional Fire Protection Service Authority Planning Committee has submitted to the City of Centralia and Lewis County Fire Protection District #12 a Regional Fire Service Protection Authority Plan to create and fund a Regional Fire Protection Service

Authority under RCW 52.26. If this Plan is approved, it will create a regional authority for fire protection and emergency medical services funded in 2008 by a regular property tax, not to exceed \$1.50 per one thousand dollars of assessed value, and an existing City of Centralia Emergency Medical Services levy.

Should the Plan for a Regional Fire Protection Service Authority be approved?

YES ☐

NO ☐

Regional Fire Authority Implementation Guide

Kitsap Regional Fire Authority Vision

Provide the highest quality emergency fire and EMS service for our citizens with the available resources

Strategy:

To develop a consolidation work plan and determine if it provides net efficiencies in fire and EMS service delivery between Bremerton Fire Department, Central Kitsap Fire and Rescue, and South Kitsap Fire and Rescue.

REGIONAL FIRE AUTHORITY PLANNING COMMITTEE

RULES & OPERATING PROCEDURES

RULE 1 - MEETINGS

1. **Regular Meetings:** The Planning Committee shall schedule to meet regularly on the first and third Tuesday from 4:00 p.m. - 6:00 p.m. at the Kitsap Readiness Center. The Chair may cancel a meeting if there is no business to come before the Planning Committee. When only one (1) meeting is required in the month, the first Tuesday shall be utilized as the regular meeting day when practical.
2. **Quorum:** A quorum of the Planning Committee is a simple majority of member agencies. Each representative of a member agency who is present at the meeting shall be entitled to cast one (1) vote. However, no vote/action shall be taken by the Planning Committee unless at least two (2) members from each participating jurisdiction are present at a meeting. Actions shall be affirmed by a majority vote.
3. **Open Public Meetings Act:** All meetings shall be conducted in conformity with the Open Public Meetings Act (RCW 42.30).
4. **Appearance of Fairness/Conflict of Interest:** In all its dealings, the Committee and its individual members shall be governed by RCW 42.36 (Appearance of Fairness Doctrine); RCW 42.20 (Misconduct of Public Officers) and RCW 42.52 (Ethics in Public Service)

RULE 2 - RESIDING OFFICER DUTIES

1. **Conduct of Meeting:** The presiding officer at all meetings of the Planning Committee will be the Chair of the Planning Committee, or in the absence of the Chair, the First Vice Chair or in the absence of the First Vice-Chair, the Second Vice-Chair, shall conduct the business and deliberations of the Planning Committee under these rules.

The Chair shall:

- a. Preserve order and decorum at the Planning Committee at all times;
- b. Observe and enforce all rules adopted by the Planning Committee;
- c. Decide all questions on order, in accordance with these rules, subject to a challenge;

Regional Fire Authority Implementation Guide

- d. Recognize members of the Committee in the order in which they request the floor;
 - e. The presiding officer, as a member of the Committee, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Committee Members.
2. **Other Committees:** The Chair shall make committee assignments, subject to approval of the Planning Committee. To the degree possible, assignments will be consistent with special skills, interests and time constraints
 3. **Chair and Vice Chairs:** The Chair, First Vice-Chair and Second Vice-Chair shall be elected for a one-year term (January thru December) by a majority of the Committee Members at the start of the first meeting of each year, or at such time as necessary due to a vacancy.
 4. **Executive Committee:** The Chair and Vice-Chairs shall serve as the Executive Committee for the Planning Committee and is authorized to act on behalf of the Planning Committee in between meetings only as authorized by the Planning Committee.

RULE 3 - REGULAR COMMITTEE MEETINGS - ITEMS OF BUSINESS

1. **Regular Committee Meeting Agenda's:** The Committee Meeting shall meet at the Kitsap Readiness Center, unless a different location is so designated, at such other day and time as designated by the Planning Committee.

The Planning Committee Meeting agenda shall consist of the following items with the sequence to be determined by the Committee Chair:

- a. Call to Order
- b. Approval of the Minutes
- c. General Business
- d. Committee Member Reports
- e. Citizen Comments
- f. Other business

RULE 4 - DEBATES

1. **Interruption:** No member, including the Committee Chair, shall interrupt or argue with any other member while such member has the floor, except as otherwise provided in these rules.
2. **Courtesy:** All speakers, including Committee members, during comments, discussion or debate of any issue, shall address their comments to the Chair with courtesy and proper deportment. Comments shall not contain personalities, derogatory remarks or insinuations toward any member of the Committee, Staff and Public, but shall be confined to facts that are germane and relevant to the issue.
3. **Transgression:** Upon transgression of these rules, the Chair shall call such person to order, in which case that person shall be silent except to continue in order. If the Chair transgresses these rules, or fails to call a transgressor to order, any other member of the Committee may, under a point of order, call the transgressor to order.

Regional Fire Authority Implementation Guide

4. Challenge to Ruling: Any member of the Committee shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Committee present, including the Committee Chair shall govern.

RULE 5 - PARLIAMENTARY PROCEDURE

Procedure Guide: Robert's Rules of Order shall be used as a guide to govern the conduct of business of the Planning Committee.

RULE 6 - MISCELLANEOUS

1. Dissolution: The Planning Committee may dissolve itself at any time by a majority vote of the total membership of the Planning Committee. Any participating fire protection jurisdiction may withdraw upon thirty (30) calendar days' written notice to the other jurisdictions. RCW 52.26.030

2. Amendments to Rules & Procedures: The Planning Committee may make amendments to these rules with approval of the Planning Committee.

3. Prepare Minutes: Subsequent to each meeting, an individual shall be assigned to prepare brief and concise minutes of all Committee meetings and submit the same to the Committee for approval. Such minutes shall contain an accurate accounting of official Committee business.

Regional Fire Authority Implementation Guide

Kitsap RFA Work Plan

Timelines

	Start:	Finalize:
A-D	October 2007	December 2007 (Completed)
E	December 2007	May 2008
F	May 2008	January 2009
G	January 2009	November 2009
H	November 2009	
I	January 2010	

Total Time: 26 Months

Process for forming the RFA work plan

A. RFA Steering Committee (RFASC) established

- Fire Chiefs recommend five members from their jurisdiction
- RFAPC approves the make-up of the RFASC
- Chair and Vice-Chair for the RFASC are elected by RFASC members
- RFAPC approves the Chair and Vice-Chair
- Secretary for the RFASC is appointed by RFASC Chair
- RFAPC approves the appointment of the Secretary
- RFASC rules, process and purpose are established by RFASC
- RFAPC approves the RFASC rules
- RFASC Meeting Times and dates are set by the RFASC

B. Vision Development

- RFAPC provides the RFASC with elements of their vision
- RFASC establishes a consensus draft vision statement
- RFAPC formally adopts the vision statement and considers joint resolution

C. Communications Plan Developed

Regional Fire Authority Implementation Guide

- RFASC develops internal and external communications plan
- RFAPC approves internal and external communications plan
- RFASC implements internal and external communications plan

D. Financial Plan for Work Plan Development

- RFASC develops financial plan
- RFAPC approves financial plan
- RFASC manages financial plan

E. Project Task List process established

1. RFASC develops project task list for work plan
2. RFAPC approves project task list for work plan
3. RFASC establishes strategic statement for each category
4. RFAPC approves strategic statement for each category
5. RFASC establishes sub-committee and lead for each Project Task
6. RFAPC approves sub-committee and lead for each Project Task
7. RFASC establishes timelines for each Project Task sub-committee
8. RFAPC approves timelines for each Project Task sub-committee

F. Work plan finalized

- RFASC compiles comprehensive report on RFA Work Plan
- RFAPC considers approval of comprehensive report on RFA Work Plan
- RFAPC considers joint resolution to approve RFA work plan by all elected boards

G. Election Plan Developed

- RFASC develops comprehensive election information plan
- RFAPC considers approval of comprehensive election information plan
- RFASC implements approved election information plan

H. Election Held

I. Kitsap RFA Plan Implemented

Approved Project Tasks Items (Per E2 above)

1. Name of the New Organization
2. Governing Board
3. Revenue and Expenses

Regional Fire Authority Implementation Guide

4. Legal Considerations
5. ORG Chart
 - a. Operations
 - b. Admin
 - c. Fire Prevention
 - d. Training
 - e. EMS
 - f. Clerical support
 - g. Facilities, Vehicles and Supply
 - h. Financial
 - i. Human Resources
 - j. Planning/Accreditation
6. Volunteer Members
7. Collective Bargaining Agreements
8. Standard of Response Coverage
 - a. Strategic staffing plan
 - b. Strategic facilities plan
 - c. Strategic services plan
9. Future Expansion of the RFA
10. Information/ Election Strategy

Regional Fire Authority Implementation Guide

Kitsap Regional Fire Authority Communications Plan

Prepared For:

Kitsap RFA Planning Committee

Contents

Purpose of the Document	2
Communication Objectives.....	6
Key Essentials	8
Communication Milestones	8
Target Audiences	9
Communication Processes.....	10
Communication Strategies	11
Communication Tactics	12

Purpose of this Document

Texts on organizational communications tend to first examine basics concepts such as "communications", "sender", "receivers", "encoders", etc. They go on to examine aspects of communications, e.g., downward, upward, body, verbal, written, formal and informal, interpersonal and group, etc. Some texts include various means to analyze effectiveness of communications. Some writers include public relations and media relations in organizational communications.

This document is geared to provide practical suggestions for fire service leaders and managers to ensure sufficient communications within their departments and with external stakeholders. Public relations and media relations are outside the range of this document. Communications is one of those topics that tend to leave people feeling somewhat confused or sometimes bored. People get confused because communications is such a broad topic and it seems to somehow relate to everything. People who get bored assume that they've been communicating since childhood so why bring up the topic of communications. Consequently, it may be most useful in this document to start with common pitfalls in communications and then provide a range of items that can be used to enhance communications.

Note that many organizations take a deliberate, formal approach to ensuring sound communications, (both internal and external) by developing a communications plan.

Common Causes of Problems in Internal Communications

1. If I know it, then everyone must know it.

Perhaps the most common communications problem is managements' (leaders' and managers') assumption that because they are aware of some piece of information, than everyone else is, too. Usually staff isn't aware unless management makes a deliberate attempt to carefully convey information.

2. We hate bureaucracy -- we're "lean and mean."

When organizations are just getting started, their leaders can often prize themselves on not being

Regional Fire Authority Implementation Guide

burdened with what seems as bureaucratic overhead, that is, as extensive written policies and procedures. Writing something down can be seen as a sign of bureaucracy and to be avoided. As the organization grows, it needs more communications and feedback to remain healthy, but this communication isn't valued. As a result, increasing confusion ensues -- unless management matures and realizes the need for increased, reliable communications.

3. I told everyone, or some people, or ...?

Another frequent problem is managements' not really valuing communications or assuming that it just happens. So they're not aware of what they told to whom -- even when they intended for everyone to know the information.

4. Did you hear what I meant for you to hear?

With today's increasingly diverse workforce, it's easy to believe you've conveyed information to someone, but you aren't aware that they interpreted you differently than you intended. Unfortunately, you won't be aware of this problem until a major problem or issue arises out of the confusion.

5. Our problems are too big to have to listen to each other!

Particularly when personnel are tired or under stress, it's easy to do what's urgent rather than what's important. So people misunderstand others' points or understand their intentions. This problem usually gets discovered too late, too.

6. So what's to talk about?

Lastly, communications problems can arise when inexperienced management interprets its job to be solving problems and if they're aren't any problems/crises, then there's nothing that needs to be communicated.

7. There's data and there's information.

As organizations grow, their management tends to focus on matters of efficiency. They often generate systems that produce substantial amount of data -- raw information that doesn't seem to really be important.

8. If I need your opinion, I'll tell it to you.

Lastly, communication problems can arise when management simply sees no value whatsoever in communicating with subordinates, believing subordinates should shut up and do their jobs.

Key Principles to Effective Internal Organizational Communications

1. Unless management comprehends and fully supports the premise that organizations must have high degrees of communications (like people needing lots of water), the organization will remain stilted. Too often, management learns the need for communication by having to respond to the lack of it.
2. Effective internal communications start with effective skills in communications, including basic skills in listening, speaking, questioning and sharing feedback. These can developed with some concerted review and practice. Perhaps the most important outcome from these skills is conveying that you value hearing from others and their hearing from you.
3. Sound meeting management skills go a long way toward ensuring effective communications, too.

4. A key ingredient to developing effective communications in any organization is each person taking responsibility to assert when they don't understand a communication or to suggest when and how someone could communicate more effectively.

Basic Structures/Policies to Support Effective Internal Communications

This communication can be looked at as communications downward and upward.

Downward Communications:

1. Ensure every employee receives a copy of the strategic plan, which includes the organization's mission, vision, values statement, strategic goals and strategies about how those goals will be reached.
2. Ensure every employee receives an employee handbook that contains all up-to-date personnel policies.
3. Develop a basic set of procedures for how routine tasks are conducted and include them in standard operating manual.
4. Ensure every employee has a copy of their job description and the organization chart.
5. Regularly hold management meetings (at least every two weeks), even if there's nothing pressing to report. If you hold meetings only when you believe there's something to report, then communications will occur only when you have something to say -- communications will be one way and the organization will suffer. Have meetings anyway, if only to establish and affirm the communication that things are of a status where there's not immediate problems.
6. Hold full staff meetings every month to report how the organization is doing, major accomplishments, concerns, announcements about staff, etc.
7. Leaders and managers should have face-to-face contact with employees at least once a week. Even if the organization is over 20 employees (large for a nonprofit), management should stroll by once in a while.
8. Regularly hold meetings to celebrate major accomplishments. This helps employees perceive what's important, gives them a sense of direction and fulfillment, and let's them know that leadership is on top of things.
9. Ensure all employees receive yearly performance reviews, including their goals for the year, updated job descriptions, accomplishments, needs for improvement, and plans to help the employee accomplish the improvements. If the nonprofit has sufficient resources (a realistic concern), develop a career plan with the employee, too.

Upward Communications:

1. Ensure all employees give regular status reports to their supervisors. Include a section for what they did last week, will do next week and any actions/issues to address.

Regional Fire Authority Implementation Guide

2. Ensure all supervisors meet one-on-one at least once a month with their employees to discuss how its' going, hear any current concerns from the employee, etc. Even if the meeting is chit-chat, it cultivates an important relationship between supervisor and employee.
3. Use management and staff meetings to solicit feedback. Ask how it's going. Do a round table approach to hear from each person.
4. Act on feedback from others. Write it down. Get back to it -- if only to say you can't do anything about the reported problem or suggestion, etc.
5. Respect the "grapevine." It's probably one of the most prevalent and reliable forms of communications. Major "movements" in the organization usually first appear when employees feel it safe to venture their feelings or opinions to peers.

Supervisor and Employee Communications

Supervision is often considered to include designing the job, hiring someone to fill the job, training them, delegating to them, guiding them via performance reviews, helping them develop their career, noting performance issues, and firing them, if needed. Obviously small nonprofits may not be able to afford full attention to all of these activities.

However, there are several basic and regular activities which provide a solid foundation for effective supervision. These basics ensure that everyone is working together -- as important, that staff feel they are working together -- towards a common cause.

Ironically, these basics are usually the first activities that stop when an organization is in a crisis. Consequently, an organization development specialist, when "diagnosing" an organization, often first looks to see if these basics are underway. The following activities should be conducted by the new employer's supervisor.

1. **Have all employees provide weekly written status reports to their supervisors.**
Include what tasks were done last week, what tasks are planned next week, any pending issues and date the report. These reports may seem a tedious task, but they're precious in ensuring that employee and their supervisor have mutual understanding of what is going on, and the reports come in very handy for planning purposes. They also make otherwise harried staff and managers stand back and reflect on what they're doing.
2. **Hold monthly meetings with all staff together.**
Review the overall condition of the organization and review recent successes. Consider conducting "in service" training where employees take turns describing their roles to the rest of the staff. For clarity, focus and morale, be sure to use agendas and ensure follow-up minutes. Consider bringing in a client to tell their story of how the organization helped them. These meetings go a long way toward building a feeling of teamwork among staff.
3. **Hold weekly or biweekly meetings with all staff together if the organization is small (e.g., under 10 people); otherwise, with all managers together.**
Have these meetings even if there is not a specific problem to solve -- just make them shorter. (Holding meetings only when there are problems to solve cultivates a crisis-oriented environment where managers believe their only job is to solve problems.) Use these meetings for each person to briefly give an overview of what they are doing that week. Facilitate the meetings to support

exchange of ideas and questions. Again, for clarity, focus and morale, be sure to use agendas, take minutes and ensure follow-up minutes. Have each person bring their calendar to ensure scheduling of future meetings accommodates each person's calendar.

4. **Have supervisors meet with their direct reports in one-on-one meetings every month.** This ultimately produces more efficient time management and supervision. Review overall status of work activities, hear how it's going with both the supervisor and the employee, exchange feedback and questions about current programs and services, and discuss career planning, etc. Consider these meetings as interim meetings between the more formal, yearly performance review meetings.

Develop a Basic Communications Plan

Whether planning your internal or external communications efforts, it helps a great deal to develop a communications plan, either informally or formally. For example, consider:

1. What key messages do you want to convey?
2. To what key stakeholders do you want to convey the key messages?
3. What's the best approach to reach each key stakeholder, including who/how should the message be conveyed?
4. How will you know if you're reaching these stakeholders or not?

Communication Objectives

1. All Audiences
2. Internal Audiences: All Members of CKFR, BFD and SKFR
3. Internal Audiences: Targeted Leadership
4. Combined Communications: Web sites
5. External Communications: Stakeholders
6. External Communications: Public/Media
7. Internal Member Support

What the Regional Fire Authority (RFA) Planning Committee must communicate:

The RFA must communicate about the status, details and decisions regarding the development of the RFA work plan. The RFA must communicate the following:

Regional Fire Authority Implementation Guide

- The process for developing the work plan.
- The progress made in developing the work plan.
- The details of the work plan before decisions are made.
- The funding issues regarding the implementation of the RFA work plan.
- The net benefits of implementing the RFA work plan.

The communication program must also include education and awareness for key areas identified by this plan and the RFA Planning Committee.

All audiences

- Communicate key meeting dates.
- Communicate what the law requires.
- Communicate issues being considered by the RFA Planning Committee and Steering Committee.
- Communicate decisions made by the RFA Planning Committee.
- Communicate benefits and risks of the RFA work plan.

Internal audiences

- Communicate all Planning and Steering Committee Meetings - Dates/Times/Places.
- Communicate policies, procedures and key issues that may impact staff.
- Educate staff on the process of developing an RFA work plan.
- Educate staff on the strategic objectives of each project task within the RFA work plan.

External audiences

- Communicate all RFA Planning Committee Meeting Dates/Times/Places with general public.
- Communicate all RFA Steering Committee Meeting Dates/Times/Places with neighboring Fire Departments.
- Communicate key issues and decisions that may impact the general public.

Key Essentials

Key Messages: Key messages will be developed by the RFA Planning and Steering committee.

Truthfulness: One of the paramount principles of communication will be accurately reporting past events to earn future trust.

Responsibility: Each jurisdiction's Fire Chief is responsible to disseminate information and inform their internal and external publics.

Consistency: To maintain a consistent message, staff from the three participating jurisdictions will receive assignments to develop joint press releases that will be delivered by the local fire chief.

Frequency: Communication will occur proactively rather than waiting for problems to arise and then communicating. This will require regular communications.

Regional Fire Authority Implementation Guide

Requirements: The RFA is required by law to follow certain rules as defined in state statute. All communications shall comply with the spirit of these rules and laws.

Expectations: All fire department leaders must ensure our citizens and members receive timely, relevant and reliable information regarding the RFA work plan.

Communication Milestones

Monthly Reports on Progress to the Executive Board of the KCFCFA
 Monthly Reports on Progress to the general KCFCFA meetings
 Monthly Reports on Progress to the Kitsap County Fire Commissioners
 Monthly Reports on Progress to the Executive Board of the KCFCFA
 Weekly updates for SKFR members
 Quarterly updates for WFC
 Developed Joint Public Meeting Notice for First RFA Planning Committee Meeting
 Developed Joint Press Releases Announcing First RFA Planning Committee Meeting

Target Audiences

Identified internal target audiences include:

- BFD, CKFR, SKFR Elected Officials
- BFD, CKFR, SKFR Chiefs
- BFD, CKFR, SKFR Labor leaders
- CKFR, SKFR Volunteer Leaders
- BFD, CKFR, SKFR Officers/Managers
- BFD, CKFR, SKFR uniform members
- BFD, CKFR, SKFR non-uniform members
- CKFR, SKFR Volunteer Members

Identified external target audiences include:

- Neighboring Fire District Leaders
- Harrison Hospital
- Olympic Ambulance
- Local Healthcare providers
- Business Community
- Community Leaders/Clubs
- Kitsap Regional Coordinating Council
- Kitsap Elected Officials (any outside of the three (3) fire departments)
- General Public/Media
- WFC
- WFCA
- WSCFF
- WSFF
- Kitsap DEM
- Kitsap CenCom
- KCSO, POPD and BPD leadership
- Kitsap Fire Commissioners Association

Regional Fire Authority Implementation Guide

Communication Process

Methods:

The primary methods used to disseminate information and/or educate:

Electronic communication:

This includes but is not limited to such communication vehicles as targeted emails, web sites, newsletter, internal mail lists, Chiefs updates, labor newsletters, volunteer newsletters, surveys, weekly Friday updates, and other means of rapid information dissemination. The key hub for Kitsap RFA is the web site at <http://kitsaprfpa.org>. This web site will provide access to all local fire department web sites including the labor and volunteer web sites. The web site will have a general access for everyone to see and a members section for the RFA Planning Committee and Steering Committee members. All public documents, presentations, calendar of events, e-mail addresses and other associated information will be on the web site.

Printed communication

This includes printed or copied documents as needed to fulfill the communications objectives. These include talking points, fact sheets, program newsletters, news releases, newsletter articles for partner and association newsletter, progress reports, brochures, training materials, booklets and other items as necessary.

Verbal communication

This includes speaking engagements, presentations, and formal training classes in a variety of forms including classroom style, videotaped, videoconferencing and computer based training and computer conference style education. Meetings may include executive level briefings, team briefings, office or unit staff meetings, customer meetings, partner meetings, provider meetings and stakeholder briefings. This can also include word of mouth from members to citizens.

Visual communication

Often this will include materials to be used in presentations, speaking, or training. These include PowerPoints, videotapes, and other visual charts, graphs, posters and pictures.

Communications Strategies

Kitsap RFA communication strategies will be multi-faceted and carried out using a variety of communication methods. Key strategies include:

- **Information Only:** Determine if the communication is “information only.” Once determined, that will drive the types of communication methods needed – relying more on utilizing the traditional electronic communications channels (Email, email newsletters, weekly updates, etc.).
- **Seeking Feedback:** Determine if the communication is seeking feedback. If so, the means of communicating that information is more complex and should involve actively engaging staff either

Regional Fire Authority Implementation Guide

through a conversation, meeting, task, class or activity. This is to ensure that the information exchange is effective.

- **Managers as Key Communicators:** Rely on management and member leader groups at all levels to help communicate key messages and receive feedback. It will be critical to be strategic on who, how, and how often these managers will be used to help carry messages. Too much repetition of this method will lead to dilution of messages; whereas no use of managers at various levels will not allow necessary buy-in.
- **Video Conferencing and BKAT**
- **Getting Staff's Attention:** Rely on various staff meetings to help communicate critical issues and decisions. In order to get staff's attention on major changes, they need to hear it from their own managers in their own meetings. Likewise the community needs to hear from their Fire Chief not a staff support person or other jurisdictions Fire Chief. Support staff plays a key role for the Fire Chiefs by developing the desired communication.

Communication Tactics

1. Information and Awareness – All Audiences

A. Information

- Meet with peers and customers on a regularly scheduled basis.
- Frequency: Monthly
- Responsibility: Fire Chiefs
- Track questions and follow up issues.
- Frequency: As identified by the Steering and Planning Committee
- Responsibility: Fire Chiefs

B. Develop Fact Sheets on Critical Issues

- Develop fact sheets to be used with external audiences on critical issues. These will be developed on an as needed basis.
- Frequency: As identified by the Steering and Planning Committee
- Responsibility: Fire Chiefs

C. Feedback

- Review and make suggestions for improvements to key issues in the work plan as defined:
 - ◆ Anything that will end up on the Public area of the web site
 - ◆ Press Releases
 - ◆ Internal / External Surveys
 - ◆ Key Presentation materials
 - ◆ Anything representing an official position of the Kitsap RFA Planning Committee

Regional Fire Authority Implementation Guide

- Frequency: Monthly
- Responsibility: Kitsap RFA Planning and Steering Committee Chairs

2. Internal communications: All BFD, CKFR and SKFR Members

A. Kitsap RFA Chairs message

At the Kitsap RFA Chairs discretion, include information that reinforces the importance of the RFA work plan and what it means to citizens and members of the three jurisdictions. Help them understand how it affects them.

- Frequency: Quarterly
- Responsibility: Kitsap RFA Planning and Steering Committee Chairs

B. Kitsap RFA Steering Committee Chairs message

- Periodic updates to the members of the three fire departments. Prepared by the Chair and but disseminated by the local the fire chief.
- Frequency: Weekly
- Responsibility: Fire Chiefs and Steering Committee Chair

C. Fire Department News letters

- Periodic articles provided to members of the three fire departments (electronic employee newsletter) on featured RFA activities.
- Frequency: Depending on existing publication/circulation times
- Responsibility: Fire Chiefs

D. Member Feedback loop

- Maintain and publicize a member feedback loop where questions can be posed and answered through regular email messages, web site or other means. Track questions/answers.
- Frequency: On -Going
- Responsibility: Fire Chiefs

3. Internal communications: Targeted Managers/Staff/Committees

A. Manager Meetings

- Meet as needed with managers or department-wide committees to share important information. Identify issues that they need to communicate. Send critical reminders and info to managers pertaining to RFA issues on an as needed basis.
- Frequency: On-going
- Responsibility: Fire Chiefs
- Communication tactics

4. Combined communications: (Internal and External Use) – Web site

A. Overall use of Kitsap RFA Web site

- This should be the hub of all Kitsap RFA communications. Continue to make site more robust, weekly postings.
- Frequency: Ongoing
- Responsibility: Fire Chiefs

B. Other RFA-related documents

- Post other RFA related documents that are public documents including those from various sections, projects and initiatives.
- Frequency: On-going
- Responsibility: Fire Chiefs
- Communication tactics

5. External Communications: Stakeholders

A. Stakeholder presentations

- Present RFA updates in formal meetings of organizations such as the Chamber of Commerce, Rotary and others. Determine stakeholder groups applicable, build schedule.
- Frequency: Ongoing
- Responsibility: Fire Chiefs

B. Communication with other fire agencies

- Identify a point of contact for other fire agencies on RFA issues. Share successes on a regular basis; also good way to determine barometer on new ideas, approaches.
- Frequency: Monthly
- Responsibility: Fire Chiefs and Steering Committee Chair

C. Statewide Conference Participation

- Participate in statewide conferences, symposiums, and summits. Communicate successes and failures.
- Frequency: Ongoing
- Responsibility: Kitsap RFA Planning and Steering Committee Chair

6. External communications: Public/media

A. RFA-related news releases

Regional Fire Authority Implementation Guide

- Work with support staff to develop message as directed by the Kitsap RFA Planning Committee Chair.
- Frequency: Ongoing
- Responsibility: Kitsap RFA Planning and Steering Committee Chairs

B. RFA fact sheets

- Create fact sheets on issues or decisions as needed for use with the public and/or news media.
- Frequency: Ongoing
- Responsibility: Kitsap RFA Planning and Steering Committee Chairs

C. Media Response

Be available to respond to media inquiries relating to RFA as needed. All members of each participating department and the members of the Kitsap RFA Planning and Steering Committees agree that a central point of contact for the media is necessary. The point of contact will be the Kitsap RFA Steering Committee Chair in consultation with the Kitsap RFA Planning Committee Chair and the other local Fire Chiefs.

- Frequency: Ongoing
- Responsibility: Kitsap RFA Steering Committee Chair

D. Legislative/elected official response

- Be available to respond to legislative and elected official inquiries relating to RFA as needed.
- Frequency: On-going
- Responsibility: Kitsap RFA Planning Committee Chair in consultation with the Kitsap RFA Steering Committee Chair and the local fire chiefs.

Kitsap County Steering Committees Work Product

Project task item 1 - Name for the RFA

12-18-08 Planning Committee authorizes Steering Committee to develop draft strategic statement and sub-committee for PTI 1

1-7-08 Steering Committee develops strategic statement for the task:

The name of the Regional Fire Authority shall:

- Provide a new identity for the three jurisdictions that allows for future expansion without a name change
- Represent and be recognizable from a geographic reference
- Have a high-level of support from the members who will serve in the new organization

Creates the sub-committee:

Regional Fire Authority Implementation Guide

Chair: Rick O'Rourke

Members: George Roller, Todd Thorson, Scott Bosch

1-15-08 Planning Committee approves strategic statement and sub-committee
Sub-committee launches work

1-22-08 Sub-Committee updates Steering Committee on plan implementation

2-12-08 Sub-committee makes recommendations to the steering committee on top three
names

Steering committee picks a name based on the recommendation from the sub-
committee and forwards that to the Steering Committee

2-19-08 Steering Committee Chair presents findings and recommendation of the
Steering Committee to the Planning Committee

Planning Committee approves a name for the RFA

Assignment Complete, sub-committee discharged

Overview:

The Steering Committee considered the strategic statement and the elements of each
issue carefully. The following is a summary report that explains our recommendations.

Regional Fire Authority Implementation Guide

Strategic Direction for Project Task 2:

The Governing Board of West Sound Fire and Rescue shall:

- Efficiently represent the citizens of the RFA
- Be sized to represent the area served
- Set policy that serves the vision of the RFA
- Comply with all applicable laws
- Provide a transition plan

Summary of Steering Committee Recommendations:

1. Five (5) member Governance Board.
2. Governing Board is a permanent elected board for the sole purpose of governing West Sound Fire and Rescue, a municipal corporation.
3. Six (6) year staggered terms office. The terms for CKFR and SKFR Fire Commissioner Position terms remain the same.
4. All positions on the Governing Board are at-large positions.
5. Five members from each jurisdiction comprise the fifteen member transition Governing Board. The attrition from 15 to 5 will follow the process that is in state law for fire commissioner boards when fire districts merge. The Board member positions from Bremerton will replicate those found in the two (2) Fire Districts and the Mayor and Council determine how those positions are filled. (See example below)

Washington State Fire Commissioner Board Sizes

Department	Population Served	Sq. Miles	Board Size
<i>Eastside Fire & Rescue</i>	100,000	200	5
<i>Central Pierce</i>	145,000	72	5
<i>South King</i>	150,000	40	6*

Current Departments in Washington State	
315 Districts	3 board members
33 Districts	5 board members

* Merged a 5 and 3 member Board in 2005, goal board will be 5

Attrition from 15 to 5 member Board

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
SKFR1	Z	Z	Z	Z	Z	Z						

Regional Fire Authority Implementation Guide

SKFR2	Y	Y	Y	Y								
SKFR3	X	X										
SKFR4	Z	Z	Z	Z	Z	Z						
SKFR5	Y	Y	Y	Y								
CKFR1	Z	Z	Z	Z	Z	Z						
CKFR2	Y	Y	Y	Y								
CKFR3	X	X										
CKFR4	Y	Y	Y	Y								
CKFR5	X	X										
BFD	X	X										
BFD	Y	Y	Y	Y								
BFD	Y	Y	Y	Y								
BFD	Z	Z	Z	Z	Z	Z						
BFD	Z	Z	Z	Z	Z	Z						
WSFR			X	X	X	X	X	X				
WSFR					Y	Y	Y	Y	Y	Y		
WSFR					Y	Y	Y	Y	Y	Y		
WSFR							Z	Z	Z	Z	Z	Z
WSFR							Z	Z	Z	Z	Z	Z

Project task item 3 – Funding and Finances for the RFA

12-18-08 Planning Committee authorizes Steering Committee to develop draft strategic statement and sub-committee for PTI 3

1-7-08 Steering Committee develops strategic statement for the task:

The Financial plan for the Regional Fire Authority shall:

- Consider all revenues and expenses to fund the RFA
- Provide equitable or improved levels of emergency service delivery
- Project long term funding to support strategic staffing and capital improvement plans
- Demonstrate financial efficiencies in service delivery Illustrate and minimize the financial transition from three jurisdictions into one, while providing for future flexibility.

Creates the sub-committee:

Chair: Wayne Senter

Members: Al Duke, Ken Burdette, Jim Civilla, Gordon Walgren, Jeff Faucett, Laura Lyon, Bill Cushman

1-15-08 Planning Committee approves strategic statement and sub-committee

Sub-committee launches work

Pursue professional assistance from COB Finance and Bill Cushman

Regional Fire Authority Implementation Guide

ID questions that require answer prior to financial work

Sub-committee makes update to the steering committee on project status.

Steering Committee Chair updates the Planning Committee on project status

Sub- Committee makes final recommendation to the Steering Committee

Steering Committee develops their recommendation

Steering Committee makes recommendation to the Planning Committee no later than January 2009.

Project Task Item 6 – Volunteer Organization for the RFA

2-19-08 Planning Committee authorizes Steering Committee to develop draft strategic statement and sub-committee for PTI 6

2-26-08 Steering Committee develops strategic statement for the task:

The RFA Volunteer Sub Committee shall:

- Determine the most appropriate role for the volunteers now and in the future.
- Identify involvement in community activities.
- Develop Chain of Command.
- Consider transition into one association
- Serve the vision of the RFA
- Develop a recruitment and retention program.
- Develop minimum activity requirements.
- Develop various concepts for an incentive/Length Of Service Award Programs (LOSAP).

Creates the sub-committee:

Chair: Scott Hartley

Members: Joe Guseman (SK), Mike Smith (SK), Ed Scholfield (CK), Alan White (CK), ? (CK)

3-4-08 Planning Committee receives update on this task

3-11-08 Sub-committee makes recommendation to the steering committee for strategic statement and committee members.

3-18-08 Steering Committee Chair and Sub-Committee Chair give recommendation to the Planning Committee.

3-25-08 Sub-committee updates Steering Committee each meeting.

4-1-08 Steering Committee updates Planning Committee each meeting

- 8-12-08 Sub-Committee makes recommendation to the Steering Committee and they form a joint recommendation.
- 8-19-08 Steering Committee and Sub-Committee make recommendation to the Planning Committee.

Project task item 7 – Collective Bargaining Agreements for WSFR

- 2-19-08 Planning Committee authorizes Steering Committee to develop draft strategic statement and sub-committee for PTI 7
- 2-26-08 Steering Committee develops strategic statement for the task:

The WSFR labor group representatives shall:

- Consider how each existing CBA would be combined
- Consider how many bargaining units there should be (there are now 5)
- Consider the total cost of compensation before and after the transition
- Serve the vision of the RFA
- Consider the legal process of implementing the recommendations
- Consider CBA durations
- Identify potential increases in costs and savings for the future
- Consider unaffiliated members and their peer bargaining unit members

Creates the sub-committee:

Chair: Rob Ashmore

Members: Ron Powers, Tim Salters, George Roller, Todd Thorson, Rick O'Rourke, Mark Johnson and Steve Wright.

- 3-4-08 Planning Committee approves strategic statement and sub-committee Chair/make-up. Sub-committee launches work, meets and recommends to Steering Committee on items within the strategic statement
- 3-11-08 (and each meeting until recommendation is reached) Sub-committee makes update to the steering committee using strategic statement as reference
- 3-18-08 (and each meeting until approval is made) Steering Committee Chair and Sub-Committee Chair updates the Planning Committee on project status
- 8-26-08 (tentative) Sub-committee makes recommendation to Steering Committee on items within the strategic statement. Steering Committee decides on their recommendation to the Planning Committee.
- 9-2-08 (tentative) Steering Committee makes recommendation, seeks decision from Planning Committee

Project Task Item 8

Regional Fire Authority Implementation Guide

The RFA Standard of Response Coverage shall:

Review all current strategic plans of the three fire agencies

Combine all current strategic plans of the agencies for comparison

Develop a strategic plan for the fire authority to include:

- Long range staffing plan
- Long range facilities plan
- Strategic services plan
- Standard of Response
- Develop planning with the idea that we will become an accredited agency through Center for Public Safety Excellence (CPSE)
- Identify Service Level Efficiencies

Timeline for completion of this project will be January 1, 2009

Committee members will be Chief Ken Burdette, Monika Carberry, Asst. Chief Jay Lovato, Chief Wayne Senter, DC Dan Olson, BC Steve Wright, Chief Al Duke, BFD ?????, BFD ????.

Project task item 9 – Future Expansion of WSFR

4-15-08 Planning Committee authorizes Steering Committee to develop draft strategic statement and sub-committee for PTI 9

4-29-08 Steering Committee develops strategic statement for the task:

Future Expansion of WSFR shall:

- Allow flexibility for the WSFR governing board
- Encourage future expansion when it is in the best interest of WSFR mission and the agency requesting annexation
- Consider the different ways annexation from surrounding fire jurisdictions may occur
- Consider how labor contracts will be integrated
- Make the annexation process as simple as possible
- Ensure that the annexation process complies with state law

Creates the sub-committee:

Co-Chairs: Mark Johnson, Ron Powers

Members: Jim Shields, Dan Smith, Hank Teran, David Bailey, Rick Lagrandeur

Note: Other agencies like Mason 2, Gig Harbor, Jefferson will be invited to attend and provide input at the sub-committee meetings.

5-6-08 Planning Committee approves strategic statement and sub-committee

Sub-committee launches work

Regional Fire Authority Implementation Guide

Sub-committee makes updates to the steering committee until task is complete

Steering Committee Chair updates the Planning Committee on project status

10-14-08 Sub-committee makes recommendation to Steering Committee on future expansion plan.

10-21-08 Steering Committee makes recommendation, seeks decision from Planning Committee

Regional Fire Authority Implementation Guide

Sample Ballot Language/Valley Regional Fire Authority

CITY OF AUBURN, ALGONA AND PACIFIC

PROPOSITION NO. 1

CREATION OF REGIONAL FIRE PROTECTION SERVICE AUTHORITY

The Regional Fire Protection Service Authority Planning Committee has submitted to the Cities of Auburn, Algona and Pacific a Regional Fire Service Plan to create a Regional Fire Protection Service Authority under chapter 52.26 RCW. If this measure is approved, it would approve the Plan to create a regional authority for fire protection and emergency services funded with fire benefit charges (not more than 60% of operating budget) and property taxes (not more than \$1.50/\$1,000 assessed value). The maximum City property tax rate would be reduced by the tax rate collected by the Authority. Fire benefit charges would be authorized for 2008 through 2013, during which time the Authority's maximum property tax would be reduced to \$1.00/\$1,000.

Should the Plan for a Regional Fire Protection Service Authority be approved?

☐ YES

☐ NO

EXPLANATORY STATEMENT

In recent years, many cities have seen decreasing revenues while simultaneously seeing increasing service demands, particularly police and fire services. State law provides some options that could help local governments fund these necessary services. One such option is a regional fire protection services authority, whereby several cities consolidate their fire departments to provide services more cost effectively. Regional fire protection services authorities are distinct municipal entities with operations overseen by a governing board made up of representatives of the participating entities. These authorities have separate funding sources; real property taxes and benefit charges. The participating jurisdictions, in turn, see a reduction of their taxing authority. However, because most jurisdictions fund their fire departments with more than just the property tax dollars that would go to a regional fire protection services authority, creating such an authority could free up funds to pay for police and other services.

The cities of Algona, Auburn and Pacific have joined together to develop a plan to be submitted to their voters. If approved, this would create a regional fire protection services authority with equal representation for each city, funded with fire benefit charges (up to 60% of operating budget) and/or property taxes (limited at \$1.50/\$1,000 assessed value). The rate limit on city property tax rates would be reduced by the tax rate collected by the authority. Fire benefit charges would be authorized for 2008 through 2013, during which time the rate limit on the authority's property taxes would be reduced from \$1.50/\$1,000 down to \$1.00/\$1,000.

Sample Ballot Language from North County Regional Fire Authority

(Snohomish County)

3/5/07

Snohomish County FPD #14

Snohomish County FPD #18

PROPOSITION NO. 1

CREATION OF REGIONAL FIRE PROTECTION SERVICE AUTHORITY

The Regional Fire Protection Service Authority Planning Committee has submitted to the Snohomish County Fire Protection Districts 14 and 18, a Regional Fire Service Plan to create a Regional Fire Protection Service Authority under chapter 52.26 RCW. If this measure is approved, it would approve the Plan to create a regional authority for fire protection and emergency services funded with current taxing rates (not more than \$1.50/\$1,000 assessed value). This Authority would begin on 1/1/08.

Should the Plan for a Regional Fire Protection Service Authority be approved?

☐ YES

☐ NO

EXPLANATORY STATEMENT

In recent years, many cities and Fire Districts have seen decreasing revenues while simultaneously seeing increasing service demands, particularly police and fire services. State law provides some options that could help local governments fund these necessary services. One such option is a regional fire protection services authority, whereby several cities consolidate their fire departments to provide services more cost effectively. Regional fire protection services authorities are distinct municipal entities with operations overseen by a governing board made up of representatives of the participating entities.

Fire Districts 14 and 18 have joined together to develop a plan to be submitted to their voters. If approved, this would create a regional fire protection services authority with equal representation for each District funded with current property taxes (limited at \$1.50/\$1,000 assessed value) and revenues. This proposal uses only existing property taxes and revenues.

Statement For

Statement Against

Approving Proposition One will consolidate the fire and medical response services for Snohomish County Fire Dist 14 and Snohomish County Fire Dist 18. This is a common sense approach to keeping costs down by combining equipment and staff while maintaining the level of service we have grown to expect.

Using existing property taxes and revenue is a fair way to fund a Regional Fire Authority.

Having lived in the Bryant, Warm Beach and Freeborn area for many years, we have enjoyed the benefits of good fire and medical response. Please vote yes with us to keep our cities and families well protected.

NO STATEMENT SUBMITTED.

Regional Fire Authority Implementation Guide

STATEMENT PREPARED BY: Citizen, Citizen,
and Citizen

Complete Text of Resolution

RESOLUTION NO. 4091 revised

A RESOLUTION of Fire Districts 14 and 18, providing for the submission to the qualified electors of Districts 14 and 18, at an election to be held on May 15, 2007, of a proposition regarding the creation of the Valley Regional Fire Protection Service Authority coextensive with the boundaries of Fire Districts 14 and 18 and the approval of a regional fire protection service authority plan; appointing persons to serve on the committees to draft the voter pamphlet statements for and against; and providing for other matters properly related thereto, with contingencies

WHEREAS, over the past few years, local municipalities have faced constraints that have resulted in decreasing tax revenues and increasing demand for services; and

WHEREAS, these constraints have increased the challenges facing fire districts in providing the municipal services upon which their citizens depend; and

WHEREAS, recent changes in the law have created opportunities that could help fire districts meet their needs of providing municipal services by consolidating among various participating municipalities the resources relegated to fire protection; and

WHEREAS, this consolidation of resources, through the establishment of a regional fire protection service authority, provides a way for the participating municipalities to maximize their abilities to provide and fire protection services and emergency medical services.

WHEREAS, in order to provide the most effective fire protection service for Districts 14 and 18 their Commissioners will create the establishment of a Regional Fire Protection Authority Planning Committee to evaluate Regional Fire Protection needs and the parameters of the Regional Fire Protection Authority; and

WHEREAS, the Regional Fire Protection Authority Planning Committee ("RFA Committee") developed its plan ("RFA Plan") for the Valley Regional Fire Protection Authority, copies of which plan are on file with the District Secretary of both District 14 and 18; and

WHEREAS, in accordance with said plan and with chapter 52.26 RCW, it is appropriate to place before the voters of the proposed Regional Fire Protection Authority a proposition calling for the creation of the North County Fire and EMS Regional Fire Protection Authority and the approval of the Plan, all in accordance with state law; and

WHEREAS, the Fire District 14 and 18 heretofore passed its initial Resolution No. _____, on _____, 2007, based on the plan that included both fire districts 14 and 18.

NOW, THEREFORE, THE COMMISSIONERS OF DISTRICT 14 AND 18 HEREBY RESOLVES as follows:

Section 1. FINDINGS AND DESCRIPTION OF PROPOSITION.

The Board of Commissioners for Districts 14 and 18, hereby finds that it is in the best interests of the Fire Districts to submit to the qualified electors of the County, at the election to be held on May 15, 2007, a proposition regarding the creation of the North County Fire and EMS Regional Fire Protection Authority (the "Authority"), pursuant to chapter 52.26 RCW, and the approval of the Plan for the Authority. If approved by the voters in accordance with RCW 52.26.060, this proposition would: (1) create a regional fire protection service authority, as defined in RCW 52.26.020, whose boundaries are coextensive with Fire Districts 14 and 18; and (2) approve the RFA Plan prepared by the RFA Committee and available from the District Secretary of either District 14 or 18. The governing body of the RFA shall have such rights to modify the details of the RFA Plan from time to time as provided by law and the provisions of the RFA Plan; PROVIDED, the Authority shall be formed with boundaries coextensive with those of the two participating Districts. No further action of the

Regional Fire Authority Implementation Guide

Planning Committee shall be required to complete the amendments described herein.

Section 2. BALLOT TITLE AND PROPOSITION

The Director of Records and Elections of Snohomish County, Washington, and the County Auditor (together, the "County Auditors"), as ex officio supervisor of elections in each County, are each hereby requested to submit to the qualified electors of the City, at the election to be held on May 15, 2007, a proposition in the following form, which has been prepared by the County Prosecutor Attorney pursuant to RCW (29A.36.071)?:

PROPOSITION #1
Districts 14 and 18
**CREATION OF REGIONAL FIRE
PROTECTION SERVICE AUTHORITY**

The Regional Fire Protection Service Authority Planning Committee has submitted to Districts 14 and 18, a Regional Fire Service Plan to create a Regional Fire Protection Service Authority under chapter 52.26 RCW. If this measure is approved, it would approve the Plan to create a regional authority for fire protection and emergency services funded with current taxing rates (not more than \$1.50/\$1,000 assessed value). This Authority would begin on 1/1/08.

Should the Plan for a Regional Fire Protection Service Authority be approved?

YES ?

NO ?

For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080?, the Board of Commissioners, hereby designates the Fire Chief as the individual to whom the Director of Elections shall provide such notice.

Section 3. APPOINTMENT OF VOTER PAMPHLET COMMITTEES

The Board of Commissioners proposes and appoints the following persons to serve on the committees to draft the statements for and against the above described proposition as may be published in the applicable Voter's Pamphlet and/or other appropriate voter information:

Statement for:

1. _____, Citizen

2. _____, Citizen

3. _____, Citizen

Statement Against:

1. _____, Citizen

2. _____, Citizen

3. _____, Citizen

(At this time, no citizens have expressed an interest in preparing a statement in opposition to the proposition.)

Section 4. COPIES FILED WITH THE Snohomish COUNTY AUDITOR.

The Board of Commissioners, or their designee, is hereby authorized and directed, no later than March 23, 2007, to provide the County Auditor a certified copy of this resolution and to perform such other duties as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot at the May 15, 2007 election. All actions taken prior to the effective date of this resolution and in furtherance of this objective are hereby ratified and confirmed.

Section 5. IMPLEMENTATION.

The Boards and their designee is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation, including modifying the text of the RFA Plan and the text of the Ballot Measure and any other text, language and/or descriptions relative thereto, to serve on the committees to

Regional Fire Authority Implementation Guide

draft the statements for and against the above described proposition as may be published in the applicable Voter's Pamphlet and/or other appropriate voter information.

Section 6. EFFECTIVE DATE.

This Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the Board of Commissioners this _____ day of _____, 2007.

District 14

District 18

_____, Commissioner

_____, Commissioner

_____, Commissioner



Central Grays Harbor Regional Fire Authority Plan



Aberdeen Fire Department

Cosmopolis Fire Department

Hoquiam Fire Department

DRAFT 1.27.23

Acknowledgments

Planning Committee

City of Aberdeen

Debbi Ross, City Councilor & RFA-PC Chair
Dee Anne Shaw, City Councilor
Debi Pieraccini, City Councilor

City of Cosmopolis

Kyle Pauley, Mayor
Stana Carlisle, City Councilor
Miles Wenzel, City Councilor

City of Hoquiam

Bill Nelson, City Councilor
Al Dick, City Councilor
Steven Puvogel, City Councilor, Vice Chair

Staff Support

Brian Shay, City Administrator (City of Hoquiam)
Corrine Schmid, Finance Director (City of Hoquiam)
Matt Miller, Fire Chief (HFD)
Dave Golding, Fire Chief (AFD)
Darrin Raines, City Administrator (City of Cosmopolis)
Julie Pope, Finance Director (City of Cosmopolis)
Nick Falley, Fire Dept. Rep. (City of Cosmopolis)

4. There are efficiencies to be gained by regional fire protection and emergency medical service delivery while retaining local control.
5. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection and emergency medical service agencies, using already existing taxing authority to address fire protection & emergency service needs and new authority to address critical fire protection projects and emergency services.
6. The agencies feel compelled to pursue these regional efforts for cost effectiveness and efficiency for the benefit of their respective citizens.
7. The Cities of Aberdeen, Hoquiam, and Cosmopolis will be asking their citizens to consider combining all functions and services provided by the three jurisdictions into a single entity, called a Regional Fire Authority.

Central Grays Harbor Regional Fire Authority (also CGHRFA or Central Fire or RFA): The proposed name of the regional fire authority.

4. Should the RFA Plan be approved by 50% of the voters of the participating jurisdictions, the Central Grays Harbor Regional Fire Authority shall be formed on January 1, 2024 in accordance with RCW 52.26.070.

Section 5	Governance Structure
<i>Section Amendment</i>	The GOVERNANCE STRUCTURE section of the Central Grays Harbor RFA Plan is subject to amendment or revision only by a majority vote of the Governing Board.
<i>Adopted</i>	July 8, 2021
<i>Revised</i>	January 19, 2023

A. Governing Board Structure and Operation

1. **Governing Board:** As provided by RCW 52.26.080, the RFA Governing Board shall be established consistent with the terms of this Section and shall have authority as of the effective date of the RFA formation.
2. **Composition of Governing Board:** Upon the effective date of RFA formation, the Governing Board shall include six (6) members as follows:
 - a. One (1) Governing Board member will be a currently seated elected official from the City of Aberdeen appointed by the Mayor of Aberdeen and confirmed by the City Council. This will be a nonvoting advisory member of the Governing Board.
 - b. One (1) Governing Board member will be a currently seated elected official from the City of Hoquiam appointed by the Mayor of Hoquiam and confirmed by the City Council. This will be a nonvoting advisory member of the Governing Board.
 - c. One (1) Governing Board member will be a currently seated elected official from the City of Cosmopolis appointed by the Mayor of Cosmopolis and confirmed by the City Council. This will be a nonvoting advisory member of the Governing Board.
 - d. One (1) Governing Board member will be elected from the citizens at large to serve an initial term of four years. This will be a full voting member of the Governing Board.
 - e. One (1) Governing Board member will be elected from the citizens at large to serve an initial term of six years. This will be a full voting member of the Governing Board.
 - f. One (1) Governing Board member will be elected from the citizens at large to serve an initial term of two years. This will be a full voting member of the Governing Board.

Section 6	Funding and Finance
<i>Section Amendment</i>	The FUNDING and FINANCE section of the Central Grays Harbor RFA Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute.
<i>Adopted</i>	July 8, 2021
<i>Revised</i>	January 26, 2023

A. Interim RFA Finances

1. The operation and administration of the RFA, if effective on January 1, 2024, the remainder of the effective year shall be funded by the funds budgeted for fire department services in the budgets of each participating jurisdiction of the RFA for the year.

B. RFA Revenues

1. **Tax Levies** – The RFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050 (1) (b) at the initial tax levy rate of \$1.50 per thousand of assessed valuation.
2. **Transport Fees** - The RFA Board will charge and collect transport fees in accordance with policies adopted by the RFA Governing Board.
3. **Ambulance Utility Fee** - Pursuant to RCW 35.21.766, the RFA may create an ambulance service to be operated as a public utility where existing ambulance service is not adequate. The RFA shall be authorized to set and collect rates and charges in an amount sufficient to regulate, operate, and maintain an ambulance utility.
4. **Service Contracts** – To the extent permitted by law, the RFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
5. **Fire Impact and Mitigation Fees** – The RFA shall enter into an interlocal agreement with City of Aberdeen, City of Cosmopolis, and the City of Hoquiam prior to the effective date to collect such fees generated within Aberdeen and Hoquiam City boundaries to the RFA. Any mitigation fees collected in excess of the debt service requirement for the Cities shall be remitted to the RFA.
6. **Permit, Plan Review and Inspection Fees** - The RFA shall enter into an interlocal with the City of Aberdeen, the City of Cosmopolis, and the City of Hoquiam prior to the effective date to collect and remit such fees generated within Aberdeen, Cosmopolis, and Hoquiam.

E. RFA Section 6 Plan Revision

1. The Funding and Finance section of the RFA Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute.

planning coordinator will be assigned to oversee the volunteer group and assist in documentation and tracking of volunteer activities, to include but not limited to:

- a. Response participation
- b. Training requirements
- c. Department assignments

C. Administration

1. **Administration:** All current administrative and business functions, agreements, documents, and operations of the Aberdeen Fire Department, Cosmopolis Fire Department, and Hoquiam Fire Department shall transfer to the RFA upon formation, unless otherwise noted in this plan.
2. **Policies:** All administrative policies, procedures, rules and regulations created in anticipation of the formation of this RFA will be in full force and effect upon the formation of the RFA.
3. **Mission, Vision, & Values:** The Aberdeen Fire Department, Cosmopolis Fire Department, and the Hoquiam Fire Department shall jointly establish Mission, Vision, and Values statements for the Central Grays Harbor Regional Fire Authority to be adopted and effective upon the date of formation of the RFA.
4. **RFA Administrative Contracts:** The RFA desires to outsource the following services via Interlocal Agreements with the City of Hoquiam, the City of Aberdeen, the City of Cosmopolis, and/or private sector entities to perform the functions as described below for the time periods defined by the Interlocal Agreements.
 - a. Human Resources functions, including but not limited to recruitment & hiring, labor relations, negotiations, and all administrative functions related to Family Medical Leave Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.
 - b. Financial Services, including but not limited to payroll, accounts payable and accounts receivable, financial record keeping, financial reporting and analysis, budget development, tracking and reporting.
 - c. Information Technology functions, including but not limited to data and information systems, infrastructure, communication systems (other than emergency communications), GIS services, data storage and retrieval, software selection/implementation, and hardware acquisition, maintenance and replacement.
 - d. Risk Management, including Labor and Industries time-loss, Liability-, Errors and Omissions-, and Property insurance.
 - e. Fleet Management services, including but not limited to routine fleet maintenance, emergency maintenance, fueling, acquisition and setup services, and replacement planning.

Section 8	Operations and Services
<i>Section Amendment</i>	The OPERATIONS AND SERVICES section of the Central Grays Harbor RFA Plan is subject to amendment by a majority vote of the Governance Board.
<i>Adopted</i>	July 8, 2021
<i>Revised</i>	November 10, 2022

A. Fire Protection Services

1. All current operational and service delivery aspects of the City of Aberdeen Fire Department, the Cosmopolis Fire Department, and the City of Hoquiam Fire Department shall be transferred to the RFA on the Effective Date.
2. Staffing Models, standard of cover (response performance goals are listed in a companion document), deployment standards, field operational, command staffing, and operational policies and procedures as developed by the RFA planning committee shall be in force on the Effective Date.
3. All current automatic aid and mutual aid agreements, and any other contractual service agreements, documents, or memorandums currently in place with the Aberdeen Fire Department, the Cosmopolis Fire Department, and the Hoquiam Fire Department shall be transferred to the RFA on the Effective Date to provide continuous, seamless readiness and emergency services coverage.
4. Seamless Transition: Unless otherwise noted in the RFA plan, the transfer of authority and the administration of the operational responsibilities to the RFA shall be seamless. Services not expressly identified within this plan are the responsibility of the RFA to either perform on its own, contract for the provision of said services, or otherwise make arrangements for.

B. RFA Section 8 Plan Revision

1. The Operation and Services section of the Plan may be amended by a majority vote of the RFA Governing Board.

Section 10	Community Risk Reduction
<i>Section Amendment</i>	The COMMUNITY RISK REDUCTION section of the Central Grays Harbor RFA Plan is subject to amendment by a majority vote of the Governing Board.
<i>Adopted</i>	July 8, 2021
<i>Revised</i>	January 19, 2023

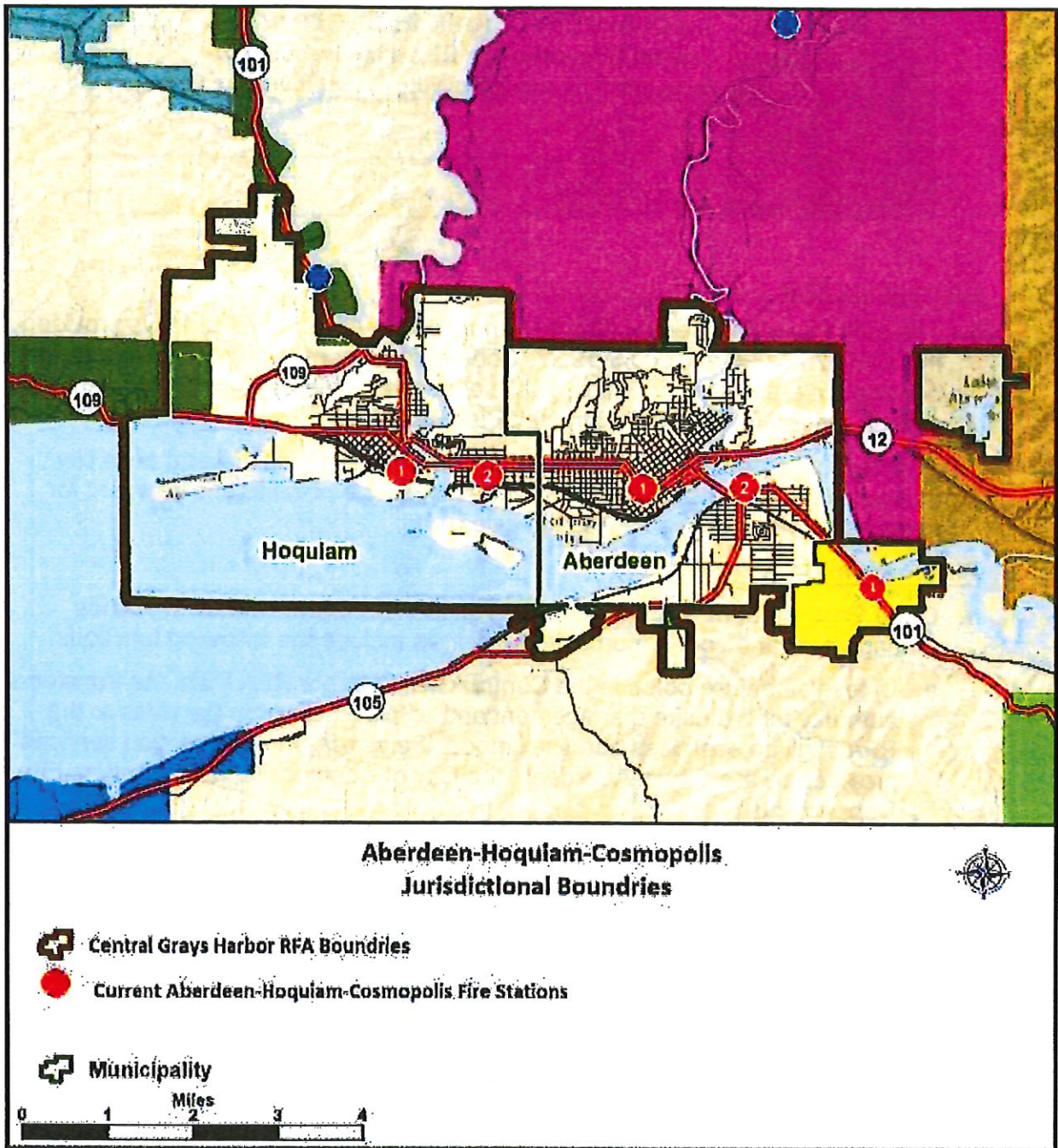
A. Community Risk Reduction Authority

1. The authority of the Central Grays Harbor RFA to enforce fire codes is provided in RCW 52.26.090 and RCW 19.27. Code enforcement, along with plans review, general fire prevention activities, public education, emergency management are collectively referred to as Community Risk Reduction.
2. An interlocal agreement shall be established between the RFA and each city served by the RFA establishing the authority, scope of work, and payment for services provided by the RFA to the cities.

B. Fire Prevention Activities

1. **Code Enforcement & Management:** The Central Grays Harbor RFA code management and code enforcement activities include the following functions.
 - a. Unless otherwise noted in the Central Grays Harbor RFA Plan, the transfer of authority for fire code management and enforcement from the cities to the RFA shall be seamless and shall model the current Fire Prevention services provided by the City of Aberdeen, the City of Cosmopolis, and Hoquiam Fire Departments.
 - b. The Central Grays Harbor RFA Fire Marshal will be provided access to the building permit and plan review platforms used by all three cities and will work collaboratively with the City of Aberdeen, the City of Cosmopolis, and the City of Hoquiam Legal and Building departments in developing, adopting, and updating municipal standards regarding fire prevention and fire/life safety codes.
 - c. The Central Grays Harbor RFA Fire Marshal will work collaboratively with the City of Aberdeen, the City of Cosmopolis, and the City of Hoquiam in reviewing and making recommendations on all new construction and development projects within the Central Grays Harbor RFA in accordance with municipal standards for fire prevention and fire/life safety codes.
 - d. The City of Aberdeen, the City of Cosmopolis, and the City Hoquiam's Legal Departments will provide the Central Grays Harbor RFA the legal services necessary to operate the Central Grays Harbor RFA Community Risk

Appendix A – Jurisdictional Boundaries



Appendix C – Asset Transfers

Condition Scale:

Very Good	In new or near new condition. No damage, may have minor blemishes
Good	Not new, but very usable with no major damage, may have minor damage and/or blemishes
Fair	Older, usable, minor damage or blemishes, is or should be reserve capacity
Poor	Usable but older, worn, with significant damage and/ or blemishes, in reserve capacity
Unusable	Out of Service/ damaged

Hoquiam Fixed Assets:

Asset	Location	Current Condition	Current Replacement Value
HQ Station	625 8 th St (HQ)	Good	
HQ Diesel Generator	625 8 th St	Good	
Station 2	517 Ontario (ST 2)	Good	
ST 2 Natural Gas Generator	517 Ontario	Good	

Hoquiam Firefighting Equipment:

Asset	Location	Current Condition	Number of Items	Current Replacement Value
Bunker Gear	Personnel	Helmets	23	
		Very Good – 4		
		Good – 17		
		Unusable - 2		
		Jackets	33	
		Good – 15		
		Fair – 6		
		Poor – 7		
		Unusable - 5		
		Trousers	34	
		Good – 15		
		Fair – 11		
		Poor – 6		
		Unusable - 2		
SCBA Packs	Vehicles, 2 spare	Fair to Good	20	
SCBA Bottles	Vehicles	Fair to Good	45 Minute - 40	
		Fair to Good	1 hour - 5	
RIT Pack	E1, E2, L1	Good	4	
5" Supply Hose	Vehicles, HQ, St 2	Good to fair	60	\$619.03/ length
2 ½" Hose	Vehicles, HQ, St 2	Good to fair	103	\$164.80/ length
1 ¾" Hose	Vehicles, HQ, St 2	Good to fair	100	\$122.40/ length
1" Wildland Hose	HQ	Very good/ new	8	\$168.25/ length
½ " Wildland Hose	HQ	Very Good/ New	4	\$223.25/ length

Hoquiam Communications:

Asset	Location	Current Condition	Number of Items	Current Replacement Value
Portable Radios(Handheld)	Vehicles & Station	Poor	HT1000 -	\$4,300
		Fair	HT1250 -	
		Very Good	6000 -4	
		Good	4000 - 12	
Base/Station Radios	St 2	Good - 1	Motorola CDM1250	\$2,678.00
	HQ	Very Good/New - 2	Motorola APX 4500	
	Vehicle base	Fair to Good	Motorola CDM1250 - 10	\$2,500.00
	Vehicle basic phones	Good	4	\$200
Cell Phones	Officer/Chief iPhones	Good - 2 Very Good - 1	3	Iphone 11 - \$600

Asset	Location	Current Condition	Number of Items	Current Replacement Value
Portable Suction Units	Medic Units	Very Good - 2 Poor - 2	4	\$550
IO Kits	Medic Units	Good	6	\$2,000
Aid Bags(Merritt, March, and Pediatric Bags)	Medic Units	All Good to Very Good	Merritt- 4	\$900 w/ supplies
			March -3	\$ 150 w/ supplies
			Pediatric -3	\$ 800 w/ supplies
Immobilization (splints, Backboards, KED, Vacuum, Sager)	Medic Units Stations	Backboards- Fair to Good	25	\$200
		Clam Boards - Good	4	\$1,000
		Sagers - Fair	6	\$350
		Vacuum Splints-	6	\$570
		KED-	5	\$150
		Stokes Basket- Fair	2	\$1,200
Medication Refrigerator	Medics Units and HQ	Very Good	5	\$150

Hoquiam Misc. Small Equipment and Tools:

Asset	Location	Current Condition	Number of Items	Current Replacement Value
Honda Generator	E1	Good	1	\$1,100
Hand Tools	Vehicles, HQ, St 2	Shovels- Fair to Good	28	\$30
		Axes- Fair to Good	24	\$45
		Pike Poles- Fair to Good	13	Small \$75 Long \$350
		NY Hooks- Good	11	\$100
		Trash Hooks- Good	3	\$150
		Haligans- Good	7	\$250
		Misc Tool boxes with Tools - fair to good	7	
Station Tool Chest with tools	HQ, St 2	Good	2	
Hand Lanterns	Vehicles, HQ, St 2	Very Good	13	\$310
		Good	6	
		Fair	1	
		Poor	3	
		Unusable	3	
Pulaski & Rogue Hoe	HQ	Very Good/ new	2 each	Pulaski - \$72.68 Hoe - \$54.45

Condition Scale:	
Very Good	In new or near new condition. No damage, may have minor blemishes
Good	Not new, but very usable with no major damage, may have minor damage and/or blemishes
Fair	Older, usable, minor damage or blemishes, is or should be reserve capacity
Poor	Usable but older, worn, with significant damage and/ or blemishes, in reserve capacity
Unusable	Out of Service/ damaged

Aberdeen Vehicles: Does not include stocked equipment

Vehicle Number	Year	Make	Model	VIN	License Number	Member Unit No.	Dept.	Vehicle Action	Deduct	Replace Cost?	Vehicle Value	Equip Value	Total V
V-AB-017	2020	PIERCE	ENFORCER	4P1BCAGF9LA021581		88	FIRE	Modified	1,000	Yes	952,886	150,000	1,102
V-AB-018	2020	PIERCE	ENFORCER	4P1BAAAGFXLA021613		78	FIRE	Modified	1,000	Yes	744,940	150,000	894
V-AB-002	2018	Ford	Explorer	1FM5K8AR8JGC43040		164	FIRE	Add	1,000	Yes	32,500	4,500	37
AB-14308	2014	RAM	2.5L	3C6TR5JT2EG133586	57175D	162	FIRE	Modified	1,000	Yes	48,000	40,000	88
AB-253	2022	FORD	RONCO	1FMDE5BH7NLB57982	D3563C	253	FIRE	Modified	1,000	Yes	36,000	5,000	41
AB-2548	2001	PIERCE	LADDER TRUCK	4P1CT02S31A0001732	30869D	91	FIRE	Modified	1,000	Yes	620,000	50,000	670
AB-4177	2001	PIERCE	DASH PUMPER	4P1CT02S31A001701	30867D	90	FIRE	Modified	1,000	Yes	402,000	50,000	452
	2007	FORD	Ext Cab F150	1FTRX12W87FB64260	45499D	140	FIRE				7,500	2,000	9,500
AB-17018	2017	Ram	4500 - Ambulance	3C7WR1CL3HG622190	63492D	163	EMS	Add	1,000	Yes	215,000	50,000	265
AB-13896	2013	DODGE	NORTH STAR AMB	3C7WRKCL9DGS84341	57310D	161	EMS	Modified	1,000	Yes	185,000	50,000	235
AB-12336	2010	Ford	E450 Ambulance	1FDXE4FP0ADA17673	53705D	152	EMS	Add	1,000	Yes	162,000	38,000	200
			E350										
AB-2064	2007	FORD	AMBULANCE	1FDXE45P27DA85208	47624D	142	EMS	Modified	1,000	Yes	120,000	38,000	158
	2021	FORD	ECONOLINE	1FDXE4FN7MDC26802	7154D	154	EMS		1,000	Yes	125,000	50,000	175

Aberdeen Firefighting Turnout Gear

Asset	Location	Current Condition	Number of Items	Current Replacement Value
Bunker Gear - Coat, Pants, Helmet, Gloves, Hood	Personnel			
		Good	Active use - 39	\$113,100

E12 - 1025 ft 4 in LDH, 700 ft 1 3/4, 750 2 1/2, 100 ft 1 1/2, 5 TFT Nozzles, 1 Blitzfire						
E14 - 1000 ft 4 in LDH, 600 ft 2 1/2, 150 ft 1 1/2, 3 TFT Nozzle, 3 Elkhart Nozzles	E14					
Fire Hose Totals - On Apparatus						
4 inch LDH Water Supply Hose		\$985/100'		(82) 4075 ft	\$80,770	
2 1/2 inch hose		275/50'		(50) 2500 ft	\$13,750	
1 3/4 hose		193/50'		(71) 3550 ft	\$13,703	
1 1/2 hose		\$150/50'		300 ft	\$900	
Reserve Hose Supply						
4 inch LDH Water Supply Hose	HQ Fire Station	\$985/100'		(10) 1000 ft	9,850	
2 1/2 inch hose	HQ Fire Station	\$275/100		(23) 1150 ft	6,325	
1 3/4 hose	HQ Fire Station	\$193/100		(44) 2200 ft	8,492	
Reserve Appliances						
TFT Nozzles	HQ Fire Station			16		
Elkhart Nozzles	HQ Fire Station			6		
Blitzfire Monitors	HQ Fire Station			(2,000) 2	4,000	
Pro-Pack	HQ Fire Station			1	1,000	
Task Force Intake Valve	HQ Fire Station			(1500) 2	3,000	
Fire Equipment - Power Tools						
Chainsaws						
Stihl 046	Fire Apparatus	Good		(900) 2	1800	
Stihl MS462C Rescue Chainsaw	Fire Apparatus	Good		1	1500	
Stihl 026	Fire Apparatus	Good		1	700	
Stihl 038	Fire Apparatus	Good		1	700	
Echo QV8000 Vent Saw	Fire Apparatus	Good		1	700	

Aberdeen Communications:				
Asset	Location	Current Condition	Number of Items	Current Replacement Value
Portable Radios(Handheld)	Personnel	Poor	HT1000 - 2	226,500
		Fair	HT1250 -- 40	
		Very Good	APX6000 -14 (4000)	
		Very Good	APX4000 -3 (3500)	
Base/Station Radios	HQ	Good	Motorola (3500) 2 -	10,000
	Station 2			
	Mobile Radios - Vehicles	Good	Motorola - 12 (4000)	48,000
Cell Phones	Vehicle basic phones	Good	6	3,000
	Assistant Chief - Battalion Chief	Good	2	2,000
ShoreTel Phone System - Handsets	All Buildings	Good	25	7,500

SO, STA.										
SS Watch Room	HP	400 G3 Mini	Desk	Intel i-5	8GB	7 pro	Jan-18	8CG74260NQ	New	Fire
SS Watch Room									New	EMS
M12	Getac	V110	Laptop	Intel i-5	8GB	10	Sep-18	RK303V1128	Good	
M12	Dell	7214	Laptop	Intel i-5	8GB	10	Oct-18	G60QSG2	Good	
TABLETS										
Fire Prevention	Apple	IPad	1 - 10 In IPad						Good	
Fire Prevention	Apple	IPad	3 - Mini IPads						Good	
NETWORK PRINTERS										
Hqtrs Sta	Sharp	MX5051							Good	
So. Sta	Sharp	AR-M317							Good	
Admin. Bldg	Sharp	5050V							Good	
CAD Printer Rip/Run									Good	
CAD Printer Rip/Run									Good	
PAPER SHREDDERS										
Admin Bldg	Fellowes	1250							Good	
So. Sta	Fellowes	99i							Good	

ABERDEEN EMS EQUIPMENT	NUMBER OF UNITS	COST PER UNIT	TOTAL COST
LifePak 15	4	\$30,000.00	\$120,000.00
S-Scort Suction unit	4	\$900.00	\$3,600.00
LP 1000 AED	1	\$2,600.00	\$2,600.00
Meret Bag w/ equipment	4	\$3,200.00	\$12,800.00

MedaSonics II Doppler	4	\$525.00	\$2,100.00
Disaster Backboards	20	100.00	\$2,000.00
Total			\$387,540.00

Aberdeen Furniture:

Asset	Location	Current Condition	Number of Items
Recliners	Headquarters Fire Station	Fair	6
	Southside Fire Station	Fair	3
Office/Desk Chair	All Stations	Good	8 Workstations
Table Chairs	All Stations	Good	30
Conference Tables	Administration	Good	1
	Headquarters	Good	1

Cosmopolis Fire Asset List

Condition Scale:

Very Good	In new or near new condition. No damage, may have minor blemishes
Good	Not new, but very usable with no major damage, may have minor damage and/or blemishes
Fair	Older, usable, minor damage or blemishes, is or should be reserve capacity
Poor	Usable but older, worn, with significant damage and/ or blemishes, in reserve capacity
Unusable	Out of Service/ damaged

Cosmopolis Fixed Assets:

Asset	Location	Current Condition
HQ Station	111 D St.	Good
LPG Generator	111 D St.	Fair

Vehicles: (not to include stocked equipment)

Asset	Location	Current Condition	Number of items
2019 KME Engine*		Very Good	1
1991 E-1 Spartan Engine		Fair	1
1989 Grumman Mack Engine		Fair	1
1995 Freightliner Rescue	With mobile fill station, hydraulic	Fair	1

	2- Engine 21		
Rescue 42 Rescue Struts		Good	1
Thermal Imaging		Good	2
Gas detectors		Good	1

Communications:

Asset	Location	Current Condition	Number of Items
Portable Radios(Handheld)		Good	22
Base/Station Radios		Good	6
Cell Phones		New	1
Fire Pagers		Good	10

Computers/ Laptops/ Electronics:

Asset	Location	Current Condition	Number of Items
Desktop Computers		Good	1
Laptop Computers		Very Good	1
Tablets/Ipads		Good	0
Printers		Good	3
Paper Shredders		Good	1
Cameras		All Fair	0

Gear Dryer	111 D St	Very Good	1
------------	----------	-----------	---

Misc. Small Equipment and Tools:

Asset	Location	Current Condition	Number of Items
Honda Generator		Fair/Good	1
Hand Tools	Vehicles, HQ	Shovels- Fair to Good	2
		Axes- Fair to Good	6
		Pike Poles- Fair to Good	5
		Trash Hooks- Fair/Good	2
		Haligans- Good	2
		Misc Tool boxes with Tools - good	1
Station Tool Chest with tools		Good	1
60 gal. Station air compressor	111 D St.	Good	1
Hand Lanterns		Good	1
Dry Suits		Fair/Good	2
Mustang Suits		Fair/Good	4
Life Jackets		Fair/Good	9
Recue Style Helmets		Fair/Good	6
TSI Fit Test machine		Fair/Good	1
Training Smoke Machine		Fair/Good	1

Regional Fire Protection Service Authority Plan

Wenatchee Valley Fire Department



Douglas County Fire District 2

Chelan County Fire District 1

April 2022

TABLE OF CONTENTS

	<u>Page</u>
Section 1: Definitions	1
Section 2: Background & Needs Statements	3
Section 3: Formation Authority	4
Section 4: Jurisdictional Boundaries.....	6
Section 5: Governance	8
Section 6: Funding and Finance	9
Section 7: Organizational Structure – Personnel - Administration.....	11
Section 8: Operations and Services.....	13

APPENDICES

Appendix A: Participating Jurisdictions Map.....	15
Appendix B: WVFD Organization Chart	16
Appendix C: Assets and Liabilities.....	17
Appendix D: WVFD Standards of Coverage (Draft)	18
Appendix E: WVFD Budget	19

SECTION 1		DEFINITIONS
	<i>Adopted</i>	
	<i>Revision</i>	The Definitions section of the WVFD Plan is subject to amendment by a vote of the WVFD Governance Board.
	<i>Revised</i>	

A. DEFINITIONS

1. The definitions in this section apply throughout this **WVFD Plan**, unless the context clearly requires otherwise.
 - 1.1. "**Board**", "**Governance Board**" or "**Governing Board**" means the Governance body of a regional fire protection service authority.
 - 1.2. "**Douglas 2**" means Douglas County Fire Protection District No. 2
 - 1.3. "**Chelan 1**" means Chelan County Fire Protection District No. 1
 - 1.4. "**Effective Date**" means **September 30, 2022**, pending approval of the WVFD Plan by voters of the Participating Jurisdictions.
 - 1.5. "**Participating Jurisdictions**" means Douglas County Fire Protection District No. 2 and Chelan County Fire Protection District No. 1.
 - 1.6. "**RCW**" means Revised Code of Washington.
 - 1.7. "**Regional Fire Protection Service Authority**," "**Regional Fire Authority**," "**RFA**" or "**WVFD**" means a regional fire protection service authority formed pursuant to chapter 52.26 RCW. A Regional Fire Protection Service Authority is a municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1 of the state Constitution, and a taxing district within the meaning of Article VII, Section 2 of the state Constitution.
 - 1.8. "**Regional Fire Authority Planning Committee**" or "**Planning Committee**" means the committee created under RCW 52.26.030 to create and propose to Douglas County Fire Protection District No. 2 and Chelan County Fire Protection District No. 1 the Regional Fire Authority Plan.
 - 1.9. "**Regional Fire Authority Plan**" or "**WVFD Plan**" means this Regional Fire Protection Service Authority Plan, drafted, and approved in accordance with chapter

52.26 RCW for the development, financing and operation of the Wenatchee Valley Fire Department.

1.10. “Super Majority” when used in reference to votes taken by the Board, means (4) votes.

1.11. “Wenatchee Valley Fire Department” or **“WVFD”** means the Regional Fire Protection Service Authority defined in this plan whose boundaries are coextensive with Douglas 2 and Chelan 1.

WVFD SECTION 1 PLAN REVISIONS:

The Definitions section of the WVFD Plan is subject to amendment or revision only by a majority vote of the WVFD Governance Board, except for the definition of Super Majority which requires a Super Majority vote to amend.

	SECTION 2	BACKGROUND & NEEDS STATEMENT
	<i>Adopted</i>	
	<i>Revision</i>	The Backgrounds & Needs section of the WVFD Plan is subject to amendment by a majority vote of the WVFD Governance Board.
	<i>Revised</i>	

1. The ability to respond to emergency situations by fire protection jurisdictions has been stressed with the communities needs and service demands.
2. Providing fire protection and emergency service systems requires a shared partnership and responsibility among local and regional governments, as well as the private sector.
3. There are efficiencies to be gained by regional fire protection service delivery while retaining local control.
4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection agencies, using already existing taxing authorities to address fire and emergency service needs and new authority to address critical fire protection projects and emergency service needs.
5. On March 24, 2022, the Boards of Commissioners of each District formed a Planning Committee to explore the feasibility of forming a regional fire authority and to draft a regional fire authority plan.
6. On approval of this Plan by both District's Boards of Commissioners, the District will then ask its citizens to consider combining all functions and services currently provided by the two jurisdictions into a single entity, called a Regional Fire Authority.

WVFD PLAN SECTION 2 REVISIONS:

1. The Background & Needs Statement section of this WVFD Plan is subject to amendment by a majority vote of the WVFD Governance Board.

	SECTION 3	FORMATION AUTHORITY
	<i>Adopted</i>	
	<i>Revision</i>	The Formation Authority section of the WVFD Plan is subject to amendment or revision only by submission of a revised WVFD Plan to the WVFD Governing Board for approval.
	<i>Revised</i>	

A. REGIONAL FIRE PROTECTION SERVICE AUTHORITY.

1. Chapter 52.26 RCW provides statutory authority for the formation of a Regional Fire Authority by Douglas 2 and Chelan 1.

B. PLANNING COMMITTEE AUTHORITY.

1. RCW 52.26.030 and RCW 52.26.040 provides statutory authority to form and operate a Planning Committee.
2. The Participating Jurisdictions formed a Planning Committee consisting of three (3) members of the Douglas 2 Board of Commissioners and the three (3) Commissioners of Chelan 1 Board of Commissioners.
3. The Planning Committee developed and presented to the elected officials of each Participating Jurisdiction the WVFD Plan.

C. WVFD PLAN APPROVAL AUTHORITY.

1. The legislative body of each Participating Jurisdiction reviewed and approved the WVFD Plan by Joint Resolution and called for an election to approve the WVFD Plan.
2. The WVFD Plan is being submitted to the voters of each District as a single ballot measure that must be approved by a simple majority vote.
3. The Planning Committee has authority to take all necessary actions on behalf of the Participating Jurisdictions, perform all necessary duties as required to place the WVFD Plan before the voters.
4. Should the WVFD Plan be approved by a simple majority of the voters of the Participating Jurisdictions, the Wenatchee Valley Fire Department shall be formed on, the Effective Date in accordance with RCW 52.26.070.

5. Upon voter approval of the WVFD Plan, the Districts shall continue to exist as Washington State Municipal Corporations. The purpose of the continued existence of the Districts shall be to levy and collect taxes and/or other fire protection district revenue to be transferred to the WVFD until such time as the WVFD collects its own revenues and to provide representation to the WVFD Governance Board.
6. In the absence of legislation to the contrary, the WVFD shall have the authority to call and fund an election to dissolve the Participating Jurisdictions when appropriate.
7. If the WVFD Plan is not approved by the voters, then operations relating to the services set forth herein shall remain unchanged.
8. If any section, subsection, paragraph, sentence, clause or phrase of the WVFD Plan is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the WVFD Plan.

WVFD SECTION 3 PLAN REVISIONS:

The Formation Authority section of the WVFD Plan is subject to amendment or revision only by submission of a revised WVFD Plan to the WVFD Governing Board for approval.

	SECTION 4	JURISDICTIONAL BOUNDARIES
	<i>Adopted</i>	
	<i>Revision</i>	The Jurisdictional Boundaries section of the WVFD Plan is subject to amendment or revision only by a majority vote of the WVFD Governance Board.
	<i>Revised</i>	

A. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION.

1. On the Effective Date, the jurisdictional boundaries of the WVFD shall be the legal boundaries of the Participating Jurisdictions whose boundaries are currently contiguous and are depicted on the map attached hereto and marked as Appendix “A” of this WVFD Plan.

B. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF WVFD.

1. Boundary Changes that do not require a WVFD Plan amendment.
 - 1.1. **Annexation of a portion of a District by a City outside the Jurisdictional Boundaries of the WVFD.** On the effective date of such annexation, the territory annexed shall automatically be removed from the boundaries of the WVFD . In this situation the WVFD shall not be obligated to transfer employees or assets of the WVFD, and the annexing city shall be restricted solely to assets and employees of the District, if any.
 - 1.2. **Annexation of a portion of a District by a City within the Jurisdictional Boundaries of the WVFD.** On the effective date of such annexation, the territory annexed shall automatically be included in the boundaries of the WVFD .
 - 1.3. **WVFD Annexations.** Pursuant to RCW 52.26.090(g), the WVFD shall have the authority to conduct annexations of unincorporated territory adjacent to the WVFD pursuant to the statutory authority and procedures set forth in Chapter 52.04.001 through RCW 52.04.051.
 - 1.4. **WVFD Partial Mergers.** Pursuant to RCW 52.26.090(g), the WVFD shall have the authority to participate in the partial merger process under the authority and pursuant to the procedures set forth in RCW 52.06.090 and .100.

2. Boundary Changes that require a WVFD Plan Amendment.

2.1. Annexations of Adjacent Fire Protection Jurisdictions. The boundaries of the WVFD may be expanded to include adjacent fire protection jurisdictions through the Plan Amendment and annexation procedures set forth at RCW 52.26.300.

2.2. Withdrawal of Participating Jurisdiction. In the event a Participating Jurisdiction exercises its authority to withdraw from the WVFD pursuant to RCW 52.26.110 the Plan shall be amended, and the withdrawing Participating Jurisdiction shall receive a pro rata share of assets and liabilities that is based on the respective assessed valuations of the Participating Jurisdictions at the time of withdrawal. The allocation of assets and liabilities shall be determined in a manner negotiated by the Participating Jurisdictions that has the least impact on the continuation of both services in both Participating Jurisdictions. Neither Participating Jurisdiction may initiate a withdrawal within the first three calendar years following the Effective Date.

WVFD SECTION 4 PLAN REVISIONS:

The Jurisdictional Boundaries section of the WVFD Plan is subject to amendment or revision only by a majority vote of the WVFD Governance Board.

	SECTION 5	GOVERNANCE
	<i>Adopted</i>	
	<i>Revision</i>	The Governance section of the WVFD Plan is subject to amendment or revision by a Super Majority vote of the WVFD Governing Board.
	<i>Revised</i>	

A. GOVERNING BOARD STRUCTURE AND OPERATION.

1. **Governing Board.** As provided by RCW 52.26.080, the WVFD Governing Board shall be established consistent with the terms of this Section and shall have authority as of the Effective Date.
2. **Composition of Governing Board.** The Governing Board shall consist of the three elected or appointed commissioners of Chelan County Fire Protection District No. 1 and the three elected or appointed commissioners of Douglas County Fire Protection District No. 2.
3. **Vacancies.** The Board of each Participating Jurisdiction shall fill its own vacancies in the manner specified by law.
4. **Governing Rules.** The WVFD Governing Board shall develop and adopt governance policies and rules for the WVFD Governing Board to conduct business in accordance with RCW 52.26.080.
5. **Authority.** The WVFD Governing Board shall have all the power and authority granted governing boards under Washington State law and shall include the power and authority to make any decisions appropriate for the WVFD and for matters related to Title 52 RCW.
6. **Compensation of Governing Board.** Commissioners of the Governing Board will receive compensation in the same manner and under the same conditions as provided by law for commissioners of a fire protection district organized under Title 52 RCW.

WVFD SECTION 5 PLAN REVISIONS:

The Governance section of the WVFD Plan may be amended by a Super Majority vote of the WVFD Governance Board.

	SECTION 6	FUNDING and FINANCE
	<i>Adopted</i>	
	<i>Revision</i>	The FUNDING and FINANCE section of the WVFD Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute.
	<i>Revised</i>	

A. INTERIM WVFD FINANCES

1. Until such time as the WVFD collects its own revenues, the operation and administration of the WVFD shall be funded by the revenues of the Participating Jurisdictions and the Participating Jurisdictions shall, after the Effective Date, transfer all revenue, taxes, and proceeds collected by their respective jurisdictions for fire levies to WVFD.
2. A Projected 2023-2031 budget for the WVFD is attached as **Appendix "E."**

B. WVFD REVENUES:

1. **Tax Levies.** The WVFD shall be authorized to levy and collect taxes in accordance with RCW 52.26.050 (1) (b) at the initial tax levy rate of \$1.50 per thousand of assessed valuation.
2. **Service Contracts.** To the extent permitted by law, the WVFD Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
3. **Impact and Mitigation Fees.** The WVFD shall have the authority to impose impact and mitigation fees in the manner authorized by law.
4. **Additional Revenue Options.** The WVFD Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and WVFD Plan Amendment, if required, all additional revenue sources authorized by law, including but not limited to, revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in chapter 52.26 RCW.

C. TRANSFER OF ASSETS.

1. **Douglas 2 and Chelan 1 Assets.** On the Effective Date, the Districts shall immediately transfer any remaining and future assets to the WVFD. Such assets shall include all real property and personal property, including but not limited to, furniture, office equipment,

motor vehicles, reports, documents, surveys, books, records, files, papers, or written material owned by or in the possession of the District. A summary of Assets and Liabilities is attached as **Appendix "C."**

2. On the date of the formation of the WVFD , Douglas 2 and Chelan 1 shall transfer to the WVFD all funds held with Douglas and Chelan Counties together with all future property tax and contractual payments received at the time of receipt.

D. LIABILITIES.

1. **District Debt.** The WVFD shall assume outstanding debt of the Participating Jurisdictions and shall redeem all debt payments on their current schedules.
2. **Future District Obligations.** All future commitments, obligations and expenses incurred by either District after the Effective Date shall be the responsibility of the WVFD.

WVFD SECTION 6 PLAN REVISIONS:

The Funding and Finance section of the WVFD Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute.

	SECTION 7	ORGANIZATIONAL STRUCTURE, PERSONNEL AND ADMINISTRATION
	<i>Adopted</i>	
	<i>Revision</i>	The Organizational Structure, Personnel and Administration section of the WVFD Plan is subject to amendment by a majority vote of the WVFD Governance Board.
	<i>Revised</i>	

A. ORGANIZATIONAL STRUCTURE.

1. **Organizational Chart.** On the Effective Date, the WVFD shall be organized and managed, with leadership provided, as shown in **Appendix “B”** attached hereto.
2. **Administration, Operations, Prevention and Support Divisions.**
The Administration, Operations, Prevention, and Support Divisions of the WVFD shall be organized and a chain of command be established in accordance with the organizational structure provided in **Appendix “B”** attached hereto.

B. PERSONNEL.

1. **Fire Chief.** On the Effective Date, the Fire Chief of Chelan 1 shall serve as the Fire Chief of the WVFD.
2. **Administrative Positions.** Currently appointed FIRE DISTRICT ADMINISTRATIVE COORDINATOR and EXECUTIVE ASSISTANT positions shall be immediately transferred to the WVFD.
3. **Personnel.** All current personnel of the Participating Jurisdictions shall be transferred over to the WVFD 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 “B”** unless otherwise noted in this WVFD Plan or labor agreement.
4. **Agreements.** All current employees/member agreements, collective bargaining agreements, personal service contracts, and/or other contracts or agreements pertaining to work, duties, services, or employment with the Participating Jurisdictions shall be transferred and assigned to the WVFD with all personnel on the Effective Date.

C. ADMINISTRATION.

1. **Administration.** All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Participating Jurisdictions shall transfer over to the WVFD unless otherwise noted in this WVFD Plan.
2. **Seamless Transition.** Unless otherwise noted in the WVFD Plan, the transfer of all authority and the administrative, management and personnel functions from the Participating Jurisdictions to the WVFD shall be seamless and shall initially model the current administrative, management and personnel functions of Chelan County Fire District 1.

WVFD SECTION 7 PLAN REVISIONS:

The Organizational Structure, Personnel and Administration section of the WVFD Plan is subject to amendment by a majority vote of the WVFD Governance Board.

	SECTION 8	OPERATIONS AND SERVICES
	<i>Adopted</i>	
	<i>Revision</i>	The Operations and Services section of the WVFD Plan is subject to amendment by a majority vote of the WVFD Governance Board.
	<i>Revised</i>	

A. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES.

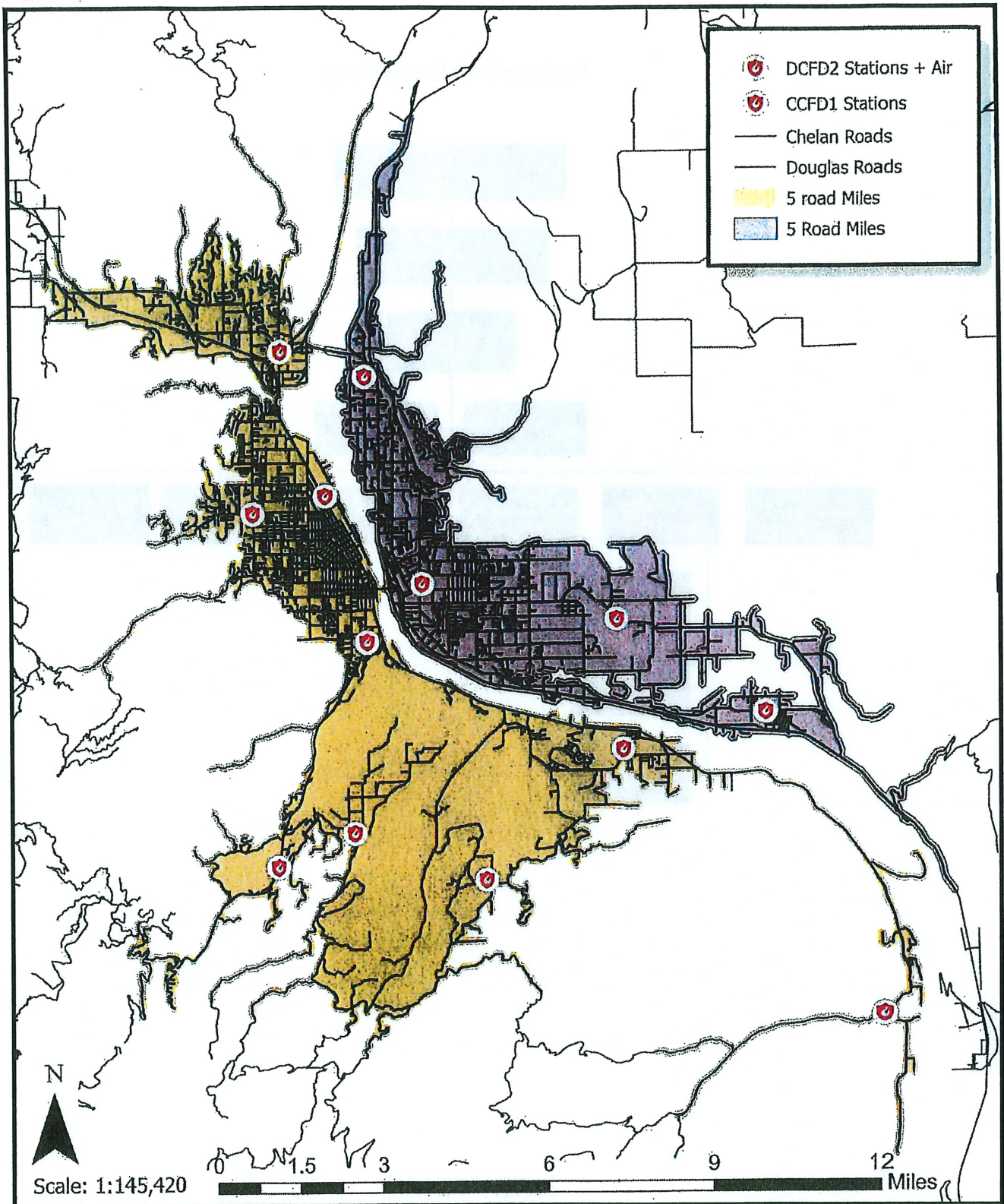
1. On the Effective Date, the WVFD shall become the primary service provider for fire protection, fire suppression, and the protection of life and property within the areas currently served by Douglas 2 and Chelan 1. The WVFD shall participate with, and provide support to, other emergency medical service partner agencies within the areas currently served by Douglas 2 and Chelan 1. All internal, external, operational, and other services provided by the Participating Jurisdictions shall be transferred to and become the responsibility of the WVFD on the Effective Date.
2. The WVFD Governing Board shall determine staffing models, standards of coverage, deployment standards, field operations, command staffing, and operational policies and procedures for the WVFD and shall, within budgetary limitations work to maintain or improve service levels.
3. All current automatic aid and mutual aid agreements, and any other contractual services agreements, documents, or memorandums currently in place with Douglas 2 and Chelan 1 shall be transferred over on to WVFD on the Effective Date to provide continuous, seamless readiness and emergency services coverage.
4. The WVFD shall complete a Customer Centered Strategic/Business Plan within (180) days of the Effective Date. The WVFD Strategic/Business Plan shall:
 - 4.1. Establish and adopt WVFD mission, vision, and organizational core values statement.
 - 4.2. Identify all services that the WVFD will provide to its external and internal customers.
 - 4.3. Identify, adopt, and establish measurable Levels of Service Standards, Response Performance Objectives, and an Emergency Services Deployment Plan for WVFD services. A copy of the Draft Standards of Coverage is attached hereto as **Appendix "D."**
 - 4.4. Identify and establish the WVFD organizational model.
 - 4.5. Identify and establish the WVFD chain of command and chain of communications.
 - 4.6. Identify and establish the WVFD leadership model.

- 4.7. Identify and establish the organizational divisions of the WVFD and their mission and duties.
- 4.8. Identify adopt and establish an Internal Support Services Plan to maintain a state of readiness and ensure a full scope of services and support to the responders, staff, and internal customers of WVFD.
- 4.9. Identify and prioritize the current and future critical issues and challenges of the WVFD.
- 4.10. Research, develop, and adopt a 25-year WVFD Financial Plan. Said Plan to be reviewed and updated at a minimum of every three years.
- 4.11. Inventory, evaluate, and adopt a WVFD Apparatus/Equipment Replacement Program and Replacement Fund.
- 4.12. Establish WVFD Strategic Initiatives, Goals and Objectives, inclusive of all items above.
- 5. The current Participating Jurisdictions Volunteer Firefighter Associations have the option of maintain their current identity and autonomy as it relates to their association functions identified in their respective bylaws.

WVFD SECTION 8 PLAN REVISIONS:

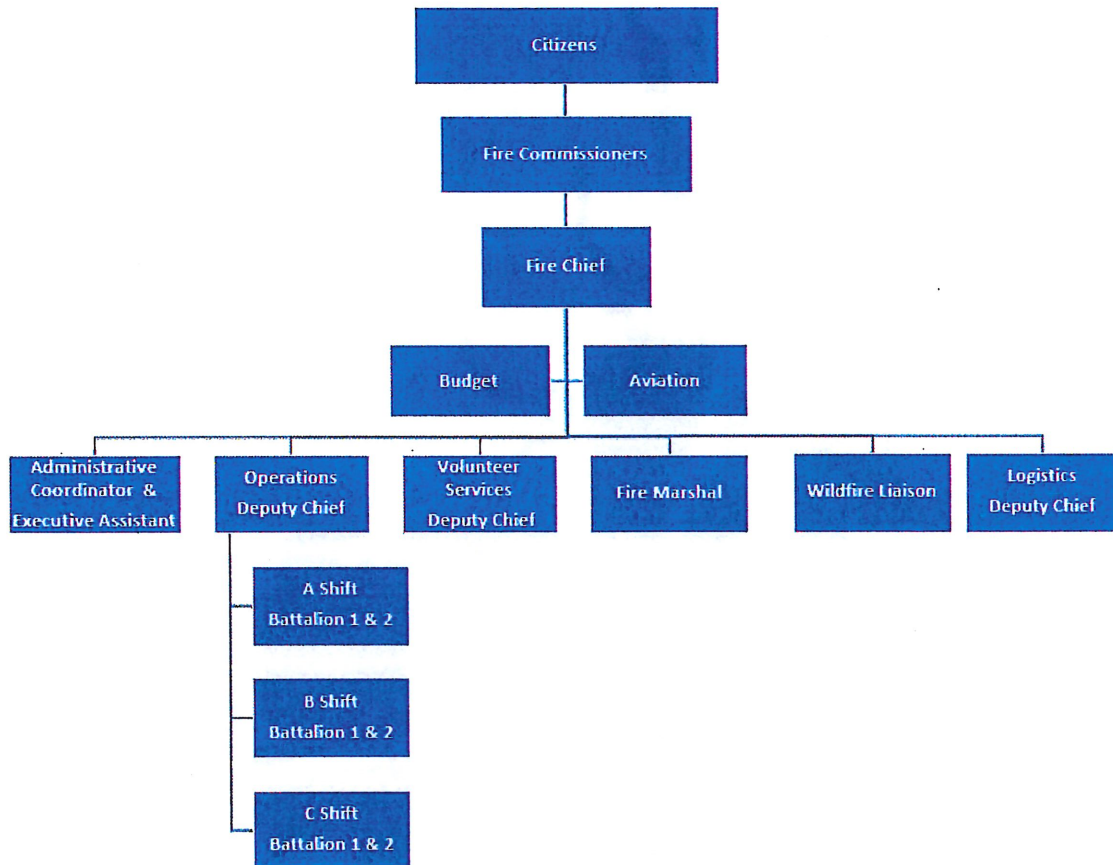
The Operations and Services section of The WVFD Plan is subject to amendment by a majority vote of the WVFD Governance Board.

Appendix A - Participating Jurisdiction Maps



Appendix B – WVFD Organization Chart

Wenatchee Valley Fire Department



Appendix C – Assets & Liabilities

Douglas County Fire District 2 Projected Statement of Net Position December 31, 2022

ASSETS	
CURRENT ASSETS	
Cash	\$ 6,075,479
PROPERTY AND EQUIPMENT	
Land	374,500
Facilities	14,084,541
Fleet	6,509,563
Equipment	1,100,000
Total cost	22,068,604
Less accumulated depreciation	(5,800,225)
Total property and equipment	16,268,379
TOTAL ASSETS	\$ 22,343,858
LIABILITIES AND FUND BALANCE	
CURRENT LIABILITIES	
Long-term debt payable within one year	\$ 330,000
Accounts payable	550,122
Accrued interest	146,175
Total current liabilities	1,026,297
LONG TERM DEBT PAYABLE AFTER ONE YEAR	7,855,000
FUND BALANCE - UNRESTRICTED	13,462,561
TOTAL LIABILITIES AND FUND BALANCE	\$ 22,343,858

Chelan County Fire District 1 Projected Statement of Net Position December 31, 2022

ASSETS	
CURRENT ASSETS	
Cash	\$ 4,871,048
PROPERTY AND EQUIPMENT	
Land	1,619,208
Facilities	15,822,050
Fleet	8,714,500
Equipment	2,152,500
Total cost	28,308,258
Less accumulated depreciation	(11,986,556)
Total property and equipment	16,321,702
TOTAL ASSETS	\$ 21,192,750
LIABILITIES AND FUND BALANCE	
CURRENT LIABILITIES	
Long-term debt payable within one year	\$ 311,205
Accounts payable	674,672
Accrued interest	227,650
Total current liabilities	1,213,527
LONG TERM DEBT PAYABLE AFTER ONE YEAR	5,891,122
FUND BALANCE - UNRESTRICTED	14,088,101
TOTAL LIABILITIES AND FUND BALANCE	\$ 21,192,750

Appendix D – Standards of Coverage (Draft)

2023 Response Time Standards and Objectives

Douglas County Fire District 2 and Chelan County Fire District 1 have established response time standards for the zones within their jurisdictions. The zones represent the area in proximity to fire stations. The response time standards are:

- 5 minutes or less for 90% of the incidents in Zone 210, 212.
- 6 minutes or less for 90% of the incidents in Zones 10, 11, 13, 12, 15, 16, 18, 19, 21, 23, 25.
- 7 minutes or less for 90% of the incidents in Zones 14, 26, 28.
- 8 minutes or less for 90% of the incidents in Zones 24, 110, 118, 119.
- 10 minutes or less for 90% of the incidents in Zone 29, 111, 112.
- 11 minutes or less for 90% of all other areas of the District (Zone 27).

A full first-alarm assignment (3 Engines, 1 Ladder, and 1 Battalion Chief) for fire suppression is 10 minutes for 90% of the incidents.

Appendix E – Budget

Wenatchee Valley Fire Department Budget

	2023	2024	2025	2026	2027	2028	2029	2030	2031
Revenue									
Beginning Balance \$	10,536,143	4,589,379	4,879,629	5,153,013	5,538,579	5,832,382	6,192,943	6,394,990	6,603,749
Taxes									
Property	19,088,127	20,233,415	21,447,419	22,734,265	24,098,320	25,544,220	27,076,873	27,347,642	27,621,118
Total Revenue	30,555,005	28,896,507	27,184,801	28,757,665	30,970,550	32,274,100	34,182,074	34,731,381	35,190,893
Expenses									
Salaries & wages	9,860,700	10,451,742	11,078,246	11,742,941	12,446,281	13,192,458	13,984,005	14,403,526	14,835,632
Personnel benefits	4,583,563	4,874,377	5,153,437	5,462,043	5,789,165	6,135,915	6,503,470	6,763,609	7,094,153
Supplies	1,031,103	1,092,969	1,158,547	1,228,060	1,301,744	1,379,848	1,462,639	1,506,518	1,551,714
Services	1,849,075	1,938,427	2,128,287	2,179,610	2,617,126	2,620,988	2,821,657	2,906,306	2,993,495
Total Expenses	17,324,441	18,357,514	19,518,516	20,612,053	22,154,316	23,329,210	24,771,772	25,579,959	26,414,994
Capital									
Reserve Funds									
Capital Expense & Reserve Funds	4,813,917	5,600,650	2,460,967	2,565,555	2,969,908	2,720,572	3,001,037	2,503,933	1,926,915
Total Revenue	30,555,005	28,896,507	27,184,801	28,757,665	30,970,550	32,274,100	34,182,074	34,731,381	35,190,893
Total expenses	22,138,358	23,958,164	21,979,483	23,177,608	25,124,224	26,049,782	27,772,808	28,083,892	28,341,909
Ending Balance	8,416,647	4,938,343	5,205,318	5,580,057	5,846,325	6,224,318	6,409,266	6,647,489	6,848,983
CY Revenues - CY Operating Expenses	1,093,745	1,618,943	1,425,984	1,631,927	1,456,984	1,756,917	1,936,689	1,425,761	891,479
	2023	2024	2025	2026	2027	2028	2029	2030	2031



Camas Washougal Fire Department

RFA Planning Next Steps
JPAC: January 29, 2024



Resolutions: Forming RFA Planning Committee:

- ✓ Each resolution authorizes participation in RFA Planning Committee and preparation of a draft RFA Plan for presentation to Councils for potential submission to voters
- ✓ Washougal resolution appoints Councilors Michelle Wagner, Molly Coston and Julie Russell to Planning Committee
- ✓ Camas resolution appoints Councilors Bonnie Carter, John Nohr and Marilyn Boerke to Planning Committee
- ✓ The establishment of a Planning Committee and the development of a draft Regional Fire Protection Service Authority Plan does not commit the cities to any specific action with respect to forming an RFA

Timing

Date	Event
Nov 2024 – Feb 2025	<ul style="list-style-type: none"> Councils review and consider RFA Plan (gives Planning Committee 8-months, Mar 2024 – Oct 2024)
2/10/2025 (Washougal)	<ul style="list-style-type: none"> Last regular Council meeting dates to pass resolutions for RFA Plan for 4/23/2025 special election ballot (estimated election date) (deadline 2/22/2025, estimated)
2/18/2025 (Camas)	
4/22/2025	<ul style="list-style-type: none"> RFA Plan on special election ballot (estimated date)
Date TBD	<ul style="list-style-type: none"> RFA effective ILAs between cities and RFA for transition

Example RFA Plans:

Regional Fire Protection Service Authority Plan
– Wenatchee Valley Fire Department (2022)
(mrsc.org)

Regional Fire Authority Service Plan – West
Benton Fire Authority (2014) (mrsc.org)

Kent/King County Fire Protection District No.
37 Joint Resolution No. 1820/353 (mrsc.org)

Discussion/Questions?

JOINT RESOLUTION
CITY OF PROSSER, RESOLUTION NO. 14-1461
BENTON COUNTY FIRE PROTECTION DISTRICT NO. 3, RESOLUTION NO. 2014-02

A JOINT RESOLUTION of the City Council of the City of Prosser, Washington, and the Board of Commissioners of Benton County Fire Protection District No. 3, providing for the submission to qualified electors of the City and the District, at the general election to be held on November 4, 2014, of a proposition that, pursuant to Chapter 52.26 of the Revised Code of Washington, approves a plan to form a regional fire protection service authority within the boundaries of the City and the District, effective January 1, 2015 and providing for other matters properly related thereto.

RECITALS

A. The ability to respond to emergency situations by fire protection and emergency medical service agencies has not kept up or progressed with community needs and special service demands. Providing an effective fire protection and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector.

B. There are efficiencies that can be gained by regional fire protection and emergency medical service delivery, while maintaining local control.

C. The City of Prosser ("the City") and Benton County Fire Protection District No. 3 ("the District") have had a cooperative partnership, striving to provide the highest level of fire protection and emergency medical services to their citizens within the confines of available resources. This cooperative partnership began with an interlocal agreement in 2002, which created a separate entity to provide services funded through contributions from both parties.

D. In March 2014, the City and the District formed a Planning Committee to evaluate regional fire protection needs, stable funding mechanisms and the parameters of the Regional Fire Protection Service Authority (the "Prosser RFA");

E. The Planning Committee met and prepared a Plan to create the "West Benton Regional Fire Authority," and to govern and finance its operation. The Plan is

being formally approved and adopted by each entity pursuant to this Joint Resolution. A copy of the Plan is attached as Exhibit A and incorporated by this reference. Copies are also available from the administrative offices of the City and the District.

F. Authority to form a Regional Fire Protection Service Authority is authorized by Chapter 52.26 RCW. Chapter 52.26 RCW requires that in order to create a Regional Fire Protection Service Authority, the Plan must be approved by the voters of the area affected by the Plan. Therefore, in accordance with the Plan and state law, it is appropriate to place before voters within the proposed service boundaries of the Regional Fire Protection Services Authority, at the general election to be held on November 4, 2014, calling for the creation of the West Benton Regional Fire Authority, to be funded by a property tax levy, and the approval of the Plan, all in accordance with state law.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, AND THE BOARD OF COMMISSIONERS OF BENTON COUNTY FIRE PROTECTION DISTRICT NO. 3, DO HEREBY RESOLVE AS FOLLOWS:

RESOLUTION

SECTION 1. – Findings of Prosser City Council and Benton County Fire Protection District No. 3. The City Council of the City of Prosser Washington and the Board of Commissioners of Benton County Fire Protection District No.3 hereby find that it is in the best interests of the City and the District to submit to the qualified electors of the City and the District at the general election to be held on November 4, 2014, a proposition to approve the Plan and to create the West Benton Regional Fire Authority. The Plan authorizes the RFA to be initially funded by a regular property tax levy of \$.95 per \$1,000 of assessed value, which is offset by a state law mandated reduction in City and District property tax levy rates. Certain other revenue sources may be authorized in the future, including additional voted tax levies and fire benefit charges, if the voters authorize such revenue sources in accordance with statutory requirements.

If approved by a simple majority of the voters within the boundaries of the proposed Authority voting on the ballot proposition in accordance with RCW 52.26.060, this proposition would create a regional fire protection service authority as provided in chapter 52.26 RCW called the "West Benton Regional Fire Authority," with boundaries coextensive with the boundaries of the City of Prosser and Benton County Fire Protection District No. 3, effective January 1, 2015 funded by a property tax and other sources that do not require supermajority voter approval. Certain provisions of the Plan may be amended by the Governing Board of the proposed Authority without requiring voter approval, all as set forth in the Plan.

SECTION 2. - Proposition for Voter Submittal. There shall be submitted to the qualified electors of the District and the City for their ratification or rejection, at the general election on November 4, 2014, the question of whether or not the West Benton Regional Fire Authority should be created in accordance with the Plan. The Board of Commissioners of Benton County Fire Protection District No. 3 and the City Council of the City of Prosser hereby requests the Auditor of Benton County, as *ex-officio* Supervisor of Elections, to call such election and to submit to the voters of the City and the District the following proposition at such election, in the form of a ballot title, which has been prepared by the City Council and the District Board, pursuant to RCW 52.26.060, as follows:

[Continued on next page.]

**CITY OF PROSSER
BENTON COUNTY FIRE PROTECTION DISTRICT No. 3
PROPOSITION 1**

The City of Prosser and Benton County Fire Protection District No. 3 have adopted a Joint Resolution approving the West Benton Regional Fire Authority Plan ("Plan") concerning creation of the West Benton Regional Fire Authority ("Authority"), effective January 1, 2015.

If this measure is approved, it would approve the Plan and create the West Benton Regional Fire Authority to provide regional fire protection and emergency medical services funded with a property tax of \$.95/\$1,000 assessed value and other sources identified in the Plan. City and District levies would be reduced to offset the Fire Authority's levy. Fire benefit charges and additional voted taxes may be collected only upon future supermajority voter approval.

Should the Plan for and formation of the West Benton Regional Fire Authority be approved?

YES []

NO []

SECTION 3. – *Authorize Continued Acts of Regional Fire Authority Planning Committee.* The City Council of the City of Prosser Washington and the Board of Commissioners of Benton County Fire Protection District No. 3 hereby authorize the Regional Fire Authority Planning Committee to continue operating on an as needed basis until the effective date of the Authority. The Planning Committee shall function as the governing board for the purposes of carrying out the requirements of Chapter 52.26 RCW until such time as a new governing board is established on January 1, 2015 pursuant to the Plan.

SECTION 4. – *Pro and Con Committee Appointments.* The Prosser City Council and the Benton County Fire Protection District No. 3 Board of Commissioners hereby assign to the Regional Fire Authority Planning Committee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to prepare arguments advocating voters' rejection of the proposition.

SECTION 5. - Designation of Individuals to Receive Notices re: Ballot Title. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Prosser City Council and the Board of Fire Commissioners hereby designates the Fire Chief/District Secretary and the City Attorney as the individuals to whom the County Auditor shall provide such notice.

SECTION 6.- Implementation. The Fire Chief/District Secretary is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation, including modifying the text of the "West Benton RFA Plan" and the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution. No substantive modifications to the ballot title, text, language and/or descriptions of any document shall be made without the approval of the Mayor.

SECTION 7. Copies Filed with the Benton County Auditor. The City Clerk and the Fire Chief/District Secretary, or his or her designee, are each hereby authorized and directed, no later than August 5, 2014, to provide to the County Auditor a certified copy of this resolution and the proper City and District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters of the proposed Authority at the November 4, 2014 election.

SECTION 8. - Severability. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 9. - Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

SECTION 10. - Effective Date. This resolution shall take effect and be in force immediately upon its passage.

PASSED at a regular open public meeting by the City Council this 22nd day of July, 2014.

CITY OF PROSSER



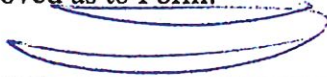
MAYOR PAUL WARDEN

Attest:



RACHEL SHAW, CITY CLERK

Approved as to Form:



HOWARD SAXTON, CITY ATTORNEY



ADOPTED by the Board of Commissioners of Benton County Fire Protection District No.3, Benton County, Washington, at a regular open public meeting of such Board on the 21st day of July, 2014, the below commissioners being present and voting.

Randy Low
COMMISSIONER

Mar E. Benitz
COMMISSIONER

COMMISSIONER

ATTEST:

Angela N. Nantz
FIRE CHIEF/ SECRETARY

EXHIBIT "A"

7/22/2014

Regional Fire Authority Plan

**City of Prosser Benton County
Fire Protection District #3**



TABLE OF CONTENTS

	<u>Page</u>
Acknowledgement	1
Strategic Opportunity	2
Section 1: Background & Needs Statements	3
Section 2: Definitions	7
Section 3: Formation Authority	9
Section 4: Jurisdictional Boundaries.....	11
Section 5: Governance and Organizational Structure.....	13
Section 6: Funding and Finance	16
Section 7: Deployment; Operations and Emergency Management.....	19
Section 8: Administrative/Management/Personnel Components	21
Section 9: Hazard Prevention, Public Education Services.....	23
Section 10: Support Services	25

APPENDICES

Appendix A – WBRFA Mission/Vision Statements	26
Appendix B – Jurisdictional Boundaries	27
Appendix C – PF3 Governance Board.....	32
Appendix D – Community Task Force Recommendations	33
Appendix E – Services; Levels of Service; Performance Measures.....	40
Appendix F – Organizational Hierarchy.....	42
Appendix G – WBRFA Financial Blueprint.....	43

West Benton Regional Fire Authority Plan

ACKNOWLEDGEMENT

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the City of Prosser and Benton County Fire Protection District #3, through a partnership of many years, agreed in 2008, to explore the different governance options available in operating and funding Prosser Fire District #3.

In February 2009, the Prosser Fire District #3 Joint Fire Board recommended that the City and Fire Protection District develop a Regional Fire Authority (RFA) Plan. After an unsuccessful attempt in 2012 to validate the effort at the November 2012 election, the Joint Fire Board committed themselves to reviewing and seeking community input to address the governance issue. Through the efforts, dedication and professional commitment of the individuals acknowledged, the Joint Fire Board has completed the 2014 WBRFA Plan.

On behalf of the City of Prosser and Benton County Fire Protection District #3, and all Prosser Fire District #3 personnel, I want to thank everyone who participated in creating the future vision of our organization that will ultimately provide the citizens we serve and protect an enhanced opportunity to determine the level of service they desire.

Your efforts are recognized and very much appreciated.

RANDY FOX

Joint Fire Board Chairman

Regional Fire Authority Planning Committee Members:

Morgan Everett, *City Council*
Bob Elder, *City Council*
Randy Taylor, *City Council*
Randy Fox, *Fire Commissioner*
Max Benitz, *Fire Commissioner*
Tim Stewart, *Fire Commissioner*

City of Prosser and PFD3 Leadership, Staff and Personnel:

Paul Warden, *Mayor*
Regina Mauras, *Finance Director*
Doug Merritt, *Fire Chief*
Seth Johnson, *Captain*
Josh Smith, *Captain*

Prosser Fire District #3 Community Task Force Members:

Gayle Wheeler **Mike Means**
Kevin Hanlon **Bruce Etzel**
Glenn Bestebræur

REGIONAL FIRE AUTHORITY

VISION


Prosper Fire District #3 is a community partnership of the City of Prosper and Benton County Fire Protection District #3, providing effective and sustainable Fire, Rescue and EMS services that maximize the resources entrusted to us to serve the needs of a changing community.

STRATEGIC OPPORTUNITY

To strategically position Prosper Fire District #3, which includes the City of Prosper and Benton County Fire Protection District #3, in a cost effective governance partnership that provides the community with effective and sustainable Fire, Rescue and EMS services.

- Effective Fire and lifesaving EMS service is dependent on three components:
 - **Fire/Hazard/Injury Prevention**
 - Safe buildings reduce fire risk, life loss, and reduce the long term cost of emergency response;
 - **Public Education**
 - Perfect emergency response is not possible, the public must be empowered to reduce their own risk and provide time critical actions prior to arrival of firefighters;
 - **Emergency Response**
 - Perfect prevention does not exist, emergency responders must arrive prior to flashover in fire, and brain death in non-breathing patients.
- The three legs of the Fire Service delivery system: *fire prevention, public education and emergency response*, can only be sustained with adequate funding.
 - Level of Service performance objectives provide the measure of adequate service;
 - Prevention, Education and Response resources must be balanced to meet the Level of Service objective and assure the most cost effective delivery of service;
 - Adequate funding of the fire service delivery system is evidenced by its ability to meet level of service performance objectives. (**Appendix E**)



	SECTION 1	BACKGROUND & NEEDS STATEMENTS	
	Adopted	July 22, 2014	

THE FEASIBILITY OF FIRE DEPARTMENT PARTNERSHIPS

During the past three decades, fire protection in America has undergone a process of remarkable transformation. Change began in the early 1970's, roughly corresponding with the publication of *America Burning* by The National Commission on Fire Prevention and Control. Fire departments across the nation began to assume a greater role in the protection of citizens from many more hazards than in the past—quickly expanding from fire suppression to greater emphasis on fire prevention, emergency medical service, ambulance transport, hazardous materials, specialized operations, natural disasters, and (in the recent past) Homeland Security. *This was the dawning of the "ALL RISKS" first responder doctrine in the Fire Service in America.*

The process of change continues today, although some fire agencies feel that the progress made is not in the spirit of 1973's *America Burning*. While many goals of *America Burning* (and of the *Fire Prevention and Control Act* of 1974 that followed) have not materialized, the responsibilities, scope of service, and emergency incidents of community fire departments continue to increase. Urban and suburban expansion have reached unprecedented levels across America, yet laws that limit the funding of public services increasingly restrict emergency services in those same communities. Nearly all such tax limit laws trace their roots to California's Proposition 13, passed by voters in that state in 1978.

Well before the date of *America Burning* and the California tax revolt, private sector businesses recognized the benefit of merger and collaboration as a means to increase efficiency. For years, critics have advised government to *reinvent itself* and to administer programs more like a business. An increasing number of executive fire officials and policymakers now recognize the moral imperative to maximize the efficiency and effectiveness of emergency service resources through a process of strategic cooperation.

Consequently, what was once relatively uncommon in the fire protection industry has become more widespread as fire department leaders react to internal forces promoting maximization of

West Benton Regional Fire Authority Plan

resources and the external drivers (i.e., expanding scope of service, increased populations, rapid community development, and limited capital).

More and more, local fire agencies partner with other jurisdictions to eliminate service duplication and to focus resources on providing essential services. Such strategic alliances between fire protection agencies began in areas experiencing rapid economic development, primarily surrounding burgeoning West Coast cities like Los Angeles, San Diego, Denver, Seattle, Salt Lake City, and Portland. Now, as the economic development that so characterized large metropolitan centers during the last two decades spreads and external forces act to limit the ability of the once isolated surrounding communities to unilaterally react to the change; the *strategic partnership* of emergency service organizations becomes an alternative more frequently considered by policymakers.

There are over 400 fire protection districts and 270 cities and towns in the State of Washington today. In the past ten years, the State of Washington has experienced:

- A remarkable increase in the number of cooperative efforts, consolidations, and fire protection district mergers.
- An increase in the number of cities and fire protection districts developing and improving cooperative services, consolidations and/or mergers and inter-local contractual agreements for emergency services. Examples are: City of Sumner and East Pierce Fire & Rescue; Cities of Auburn, Algona, and Pacific; and Lewis County Fire Protection District #12 and the City of Centralia.
- A consistent pace of cities that have annexed into fire protection districts.
- Legislative authorization to form Regional Fire Protection Services Authorities (RFA's).

Many factors have led to the increase in these cooperative agreements, mergers, or annexations. These factors include:

- Recent committee studies and state legislation encouraging or providing incentives for cooperative services.
- State and federal grant criteria requires or allows for higher scoring for entities with cooperative or consolidated services.
- Tax limitation initiatives and referendums that have reduced the revenue available to many counties, cities, towns, and special purpose districts, thereby increasing the need to consolidate activities to achieve efficiencies and reduce operating costs.

West Benton Regional Fire Authority Plan

- The Growth Management Act and its implementation in Washington counties that requires long-term planning of facilities and operations by counties, cities, towns, and special purpose tax districts.
- The cost of emergency operations; the cost of purchasing emergency apparatus and equipment; the cost of constructing fire station facilities; and the cost of fire suppression equipment, emergency medical and rescue equipment, and clothing have significantly increased.

In 2009, as a part of a joint project to provide strategic planning efforts to Prosser Fire District #3, the Joint Fire Board endeavored to consider a change in governance models to better address some of the challenges and inefficiencies of the current Interlocal Agreement which was entered into by both parties in 1994. These efforts culminated in the establishment of the 2009 Prosser Planning Committee and subsequent 2010 Prosser RFA Plan which was turned down by the electorate in November of 2010.


It was in a climate of ongoing regional change and continued challenges to a sustainable level of service in the current governance model (ILA) that the Prosser Fire District #3 Joint Fire Board selected, commissioned and facilitated the Prosser Fire District #3 Community Level Of Service Task Force with the sole mission of reviewing and analyzing Prosser Fire District #3 data, history, strengths, short-falls and gaps in service to the community. The resultant *conclusions, findings and recommendations* of the Community Task Force were memorialized in a **Task Force Final Report** (included in part as **Appendix D**). Based on this background, the *findings and recommendations* of the Community Task Force identified as the primary and pivotal recommendation for achieving a sustainable level of service to be ***the change of governance model in the form of a Regional Fire Authority***. This became the basis of the Joint Fire Board's revitalization of their efforts to change the current governance model.

Based on this background the Planning Committee has identified the following NEEDS STATEMENTS for the formation of the West Benton Regional Fire Authority:

1. The ability to respond to emergency situations by Prosser Fire District #3 for fire protection, rescue and emergency medical services has not kept up or progressed with the community's needs and special service demands.
2. Providing a fire protection, rescue and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector. Vital elements of that collaborative effort must be a focus on levels of service and a dedicated and sustainable funding mechanism to meet those demands and standards.
3. There are efficiencies to be gained by regional fire protection, rescue and emergency medical service delivery, while maintaining the balance of local control that has been successful for the joint provision of services under the Interlocal Agreement between the City and Benton County Fire Protection District #3.

West Benton Regional Fire Authority Plan

4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection, emergency services, specialized rescue, hazardous material mitigation, using already existing taxing authority to address fire protection and emergency service needs, with new authority to address critical fire protection projects and emergency services.
5. The City and Benton County Fire Protection District #3 have had a cooperative partnership, striving to provide the highest level of fire and emergency services to our citizens within the confines of available resources, the creation of an RFA will continue this partnership on a permanent basis with a stable governance and financial system.

	SECTION 2		DEFINITIONS	
	<i>Adopted</i>	July 22, 2014		
	<i>Revision</i>	The DEFINITIONS section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.		
	<i>Revised</i>			

DEFINITIONS

The definitions in this section apply throughout this **WBRFA Plan**, unless the context clearly requires otherwise.


1. "**BCFD#3**" means Benton County Fire Protection District #3.
2. "**Board**" or "**Governance Board**" or "**Governing Board**" means the Governance body of a regional fire protection service authority.
3. "**City**" means the City of Prosser.
4. "**Effective Date**" means January 1st, 2015 pending approval of the WBRFA Plan by voters of the Participating Jurisdictions.
5. "**Interlocal Agreement**" means the Interlocal Agreement Between the City and Benton County Fire Protection District #3 For The Joint Operation of a Combined Fire Department as a Separate Agency dated November 4, 2002.
6. "**Participating Jurisdictions**" means the City and Benton County Fire Protection District #3.
7. "**Prosser Fire District #3**" or "**PFD3**" means the interlocal agency formed by the City and BCFD#3, pursuant to the Interlocal Agreement.
8. "**West Benton Regional Fire Authority**" or "**WBRFA**" means the Regional Fire Protection Service Authority defined in this plan whose boundaries are coextensive with the City and BCFD#3, which shall use a dba of West Benton Fire/Rescue.
9. "**RCW**" means Revised Code of Washington.

West Benton Regional Fire Authority Plan

10. **"Regional Fire Protection Service Authority"** or **"Regional Fire Authority"** or **"RFA"** means a regional fire protection service authority formed pursuant to chapter 52.26 RCW. An RFA is a municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1 of the state Constitution, and a taxing district within the meaning of Article VII, Section 2 of the state Constitution.
11. **"Regional Fire Authority Planning Committee"** or **"Planning Committee"** means the advisory committee created under RCW 52.26.030 to create and propose to the City and BCFD#3 the Regional Fire Authority Plan.
12. **"Regional Fire Authority Plan," "WBRFA Plan" or "Plan"** means a regional fire protection service authority plan, in accordance with RCW 52.26.040(3)(b), for the development and financing of the RFA, including, but not limited to, specific capital projects, fire operations and emergency service operations, and the preservation and maintenance of existing or future facilities and services.

WBRFA SECTION 2 PLAN REVISION DISPOSITION:

The **DEFINITIONS** section of the **WBRFA Plan** is subject to amendment or revision only by a majority vote of the WBRFA Governance Board.

	SECTION 3	FORMATION AUTHORITY	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The FORMATION AUTHORITY section of the WBRFA Plan is subject to amendment or revision only by submission of a revised WBRFA Plan to the electorate for approval.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. Authority for the formation of a Regional Fire Authority by the City of Prosser and Benton County Fire Protection District #3 (Participating Jurisdictions) is authorized by Chapter 52.26 RCW.

B. PLANNING COMMITTEE.


1. Authority to form and operate a Planning Committee is authorized by Chapter 52.26.030 and 52.26.040 RCW.
2. The Planning Committee included three (3) members of the Prosser City Council and three (3) Commissioners of Benton County Fire Protection District #3 – which also served as the current Joint Fire Board.
3. The mission and goal of the Planning Committee is to develop and present to the elected officials of each participating jurisdiction, the WBRFA Plan.
4. Upon development, approval and adoption of the WBRFA Plan by the Planning Committee, the WBRFA Plan shall be presented to each participating jurisdiction's elected legislative body for approval and adoption by resolution for placement of the WBRFA Plan on the ballot for consideration by a vote of the people within the boundaries of the proposed RFA.
5. Upon approval of the WBRFA Plan by the elected legislative body of each participating jurisdiction, the Participating Jurisdictions shall draft a joint ballot title, give notice as required by law for ballot measures, and perform other duties as required to put the WBRFA Plan before the voters of the Participating Jurisdictions for approval or rejection as a single ballot measure.

West Benton Regional Fire Authority Plan**C. WBRFA PLAN IMPLEMENTATION.**

1. The current Interlocal Agreement shall remain in effect until the Effective Date and no current activity or operation of Prosper Fire District #3 will change prior to the Effective Date.
2. Should the WBRFA Plan be approved by 50% of the voters of the Participating Jurisdictions, the West Benton Regional Fire Authority shall be formed on, January 1st, 2015, in accordance with RCW 52.26.070.
3. Should the WBRFA Plan be approved by 50% of the voters of the Participating Jurisdictions, on the Effective Date, the City Council of Prosper and the Board of Commissioners of BCFD#3 will terminate the current Interlocal Agreement and Prosper Fire District #3 will transfer all operations to the WBRFA.
4. If the Plan is not approved by 50% of the voters, then operations relating to the services set forth herein shall remain unchanged.
5. Upon voter approval of the WBRFA Plan, the City of Prosper and Benton County Fire Protection District #3 shall continue to exist as Washington State Municipal Corporations. The exclusive purpose of the continued existence of Benton County Fire Protection District #3 shall be to levy and collect taxes and/or other fire protection district revenue to be transferred to the WBRFA until such time as the WBRFA collects its own revenues and to provide representation to the newly formed WBRFA Governance Board. Benton County Fire Protection District #3 may be dissolved by the voters effective January 1, 2016 pursuant to a ballot measure submitted for the November 2015 general election.
6. The transfer of the powers, duties, functions, and personnel of the Participating Jurisdictions shall not affect the validity of any act performed before the creation of the WBRFA.
7. The mission and vision of WBRFA is set forth in **Appendix A** of this WBRFA Plan.

WBRFA SECTION 3 PLAN REVISION DISPOSITION:

The **FORMATION AUTHORITY** section of the **WBRFA Plan** is subject to amendment or revision only by submission of a revised WBRFA Plan to the electorate for approval.

	SECTION 4	JURISDICTIONAL BOUNDARIES	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The JURISDICTIONAL BOUNDARIES section of the WBRFA Plan is subject to amendment or revision only by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The jurisdictional boundaries of the WBRFA at formation shall be defined pursuant to RCW 52.26.020(2), and any alterations shall be made only in accordance with, the WBRFA Plan, chapter 52.26 RCW or other applicable state law, as it may be amended from time to time.

B. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION.

1. On the Effective Date, the jurisdictional boundaries of the WBRFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are depicted on the map and legal descriptions attached hereto and marked as **Appendix B** of this WBRFA Plan.

C. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF WBRFA.

1. *Boundary Changes that do not require a WBRFA Plan amendment.*
 - a. **City annexations of areas included within the boundaries of BCFD#3.** Such annexations will not affect the WBRFA since the areas will already be within the WBRFA boundaries. Pursuant to RCW 52.26.290 there will be no required asset or employee transfers between the fire protection district and the city.
 - b. **City annexations of areas not included within BCFD#3.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the WBRFA pursuant to RCW 52.26.290. The territory added to the WBRFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the WBRFA. Any transfer of assets or employees that occurs as a result of annexation shall be between the transferring entity and the WBRFA.

West Benton Regional Fire Authority Plan

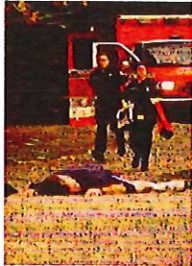
- c. **Annexation of a portion of BCFD#3 by a City that is not a participating jurisdiction in the WBRFA.** On the effective date of such annexation, the territory annexed shall automatically be removed from the boundaries of the WBRFA. In this situation the WBRFA shall not be obligated to transfer employees or assets of the WBRFA and the annexing city shall be restricted solely to assets and employees of the fire district, if any.

2. *Boundary Changes that require a WBRFA Plan Amendment.*

- a. **Annexations of Adjacent Fire Protection Jurisdictions.** The boundaries of the WBRFA may be expanded to include adjacent fire protection jurisdictions through the Plan Amendment and annexation procedures set forth at RCW 52.26.300.

WBRFA SECTION 4 PLAN REVISION DISPOSITION:

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

	SECTION 5	GOVERNANCE and ORGANIZATIONAL STRUCTURE	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The GOVERNANCE and ORGANIZATIONAL STRUCTURE section of the WBRFA Plan is subject to amendment or revision only by submission of a revised WBRFA Plan to the electorate for approval.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority to provide *governance* for the Regional Fire Authority is provided by RCW 52.26.080 and RCW 52.26.090.

B. GOVERNING BOARD STRUCTURE AND OPERATION.

1. **Effective Date.** As provided by RCW 52.26.080, the WBRFA Governing Board shall be established and have authority as of January 1, 2015.
2. **Commissioner Districts.** Commencing January 1, 2016, the WBRFA shall have two separate Commissioner Districts based on the boundaries of the Participating Jurisdictions (the City Commissioner District and the Unincorporated Commissioner District) as authorized by RCW 52.26.080(4)(b). After formation of the WBRFA the City Commissioner District boundaries will change when the City boundaries change. The Unincorporated Commissioner District boundaries will include all areas of the WBRFA that are not located in the City including future annexations of the rural area into the WBRFA.
3. **WBRFA Commissioner Positions.** Until the end of the 2015 Fiscal Year, the Governing Board shall consist of the existing PFD3 Joint Fire Board members consisting of the three elected Fire Commissioners of Benton County Fire Protection District Number 3 and the three elected City Council persons appointed by the City as summarized in Table 1 in **Appendix C**. Thereafter, the Governing Board shall consist of five WBRFA Commissioner positions with staggered six-year terms (as set forth in Paragraph 4 and summarized in Table 2 – **Appendix C**) established pursuant to RCW 52.26.080(3)(a) as follows.

West Benton Regional Fire Authority Plan

- a. WBRFA Commissioner Position 1 shall be filled by a registered voter residing anywhere within the boundaries of the WBRFA.
- b. WBRFA Commissioner Positions 2 and 3 shall be filled by registered voters residing in the City Commissioner District.
- c. WBRFA Commissioner Positions 4 and 5 shall be filled by registered voters residing in the Unincorporated Commissioner District.

4. WBRFA Commissioner Positions and Terms of Positions.

- a. **WBRFA Commissioner Position 1** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016 and shall serve until December 31, 2019. The individual elected to fill WBRFA Commissioner Position 1 in the November 2019 general election shall take office on January 1, 2020 and shall serve a six-year term.
 - b. **WBRFA Commissioner Position 2** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve a six-year term.
 - c. **WBRFA Commissioner Position 3** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve until December 31, 2017. The individual elected to fill WBRFA Commissioner Position 3 in the November 2017 general election shall take office on January 1, 2018 and shall serve a six-year term.
 - d. **WBRFA Commissioner Position 4** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve a six-year term.
 - e. **WBRFA Commissioner Position 5** shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve until December 31, 2017. The individual elected to fill WBRFA Commissioner Position 5 at the November 2017 general election shall take office on January 1, 2018 and shall serve a six-year term.
5. **Governing Rules.** The elected 2016 WBRFA Governing Board shall develop and adopt governance policies and rules for the WBRFA Governing Board to conduct business beginning in 2016 for the WBRFA in accordance with RCW 52.26.080.
 6. **Authority.** The WBRFA Governing Board shall have all the power and authority granted governing boards under Washington State law, and shall include the power and authority to make any decisions appropriate for the WBRFA and for matters related to Title 52 RCW. During 2015 the Governance Board shall primarily serve in a custodial role and, where reasonable, shall defer making any long term financial or


contractual commitments, reserving such decisions to the WBRFA Governance Board that takes office on January 1, 2016.

7. **Plan Amendments During 2015.** During 2015 any plan provision that may be modified by a simple majority of the Governing Board shall require the unanimous consent of the Governing Board this provision shall prevail over any specific Plan Revision Disposition Section under any other Section of the Plan that is based on a simple majority vote of the Governing Board.

WBRFA SECTION 4 PLAN REVISION DISPOSITION:

The **GOVERNANCE and ORGANIZATIONAL STRUCTURE** section of the **Plan** may be amended by a majority vote of the WBRFA Governance Board.

West Benton Regional Fire Authority Plan

	SECTION 6	FUNDING and FINANCE	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The FUNDING and FINANCE section of the WBRFA Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute or voter approval is required by Section Six (Funding and Finance) of the WBRFA Plan.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority to levy taxes and provide funding for the WBRFA is provided by chapters RCW 52.26, RCW 84.52 and RCW 84.55 as such statutes may be amended from time to time.

B. WBRFA REVENUES:

1. The WBRFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050 (1) (b) subject to the following restrictions:
 - a. The WBRFA shall be funded beginning in fiscal year 2016 by an authorized ad valorem property tax of \$.95 per thousand of assessed valuation. The initial levy shall serve as WBRFA's highest lawful levy under RCW 84.55.010 and shall establish the tax base for the calculation of subsequent tax levies. The WBRFA Plan shall not be construed as creating any banked capacity under RCW 84.55.010 or RCW 84.55.092. The WBRFA Governance Board shall adopt an annual budget and set its levy amount at a rate each year in accordance with state law and the adopted budget policies of the WBRFA. Any subsequent tax levies shall be limited by the limit factor under RCW 84.55.0101 unless the WBRFA voters approve a levy lid lift pursuant to RCW 84.55.050. This subsection of the plan may only be amended or revised by submission of a revised WBRFA Plan to the electorate for approval.
2. This Plan shall not approve the implementation of a benefit charge under RCW 52.26.050(a) but the WBRFA Governing Board may, in the future ask the voters to approve a benefit charge consistent with the requirements of RCW 52.26.180 through RCW 52.26.270.

West Benton Regional Fire Authority Plan

3. To the extent permitted by law, the WBRFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
4. The WBRFA Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and WBRFA Plan Amendment, if required, all additional revenue sources authorized by law including but not limited to revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in chapter 52.26 RCW.

C. TRANSFER OF ASSETS.

1. On the Effective Date, Prosser Fire District #3 shall immediately transfer any remaining and future financial assets to the WBRFA.
2. On the Effective Date, Benton County Fire District #3 shall immediately transfer all financial assets to WBRFA including the current Equipment Reserve Fund which shall be temporarily used for operations until such time as the 2015 WBRFA tax levy is collected in 2016.
3. At such time as property taxes adequately fund the approved operational and administrative budget of the WBRFA, the BCFD#3 equipment reserve funds shall be transferred into the appropriate WBRFA apparatus fund.
4. Except as otherwise provided in this WBRFA Plan, on the Effective Date, all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdictions pertaining to fire protection and emergency services powers, functions and duties shall be delivered to the WBRFA.
5. On the Effective Date, all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property used by the Participating Jurisdictions in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the WBRFA. City water systems including fire hydrants and related appurtenances shall not be transferred and shall remain City property. All funds, credits, or other assets held by the Participating Jurisdictions in connection with the fire protection and emergency services powers, functions, and duties shall be transferred and credited to WBRFA.
6. On the Effective Date, ownership of the fire station shall be transferred to the WBRFA. The bonds issued for the original acquisition and construction of the fire station shall not be assumed by the WBRFA, but shall remain obligations of, and shall continue to be repaid by, the City and BCFD#3, respectively, until they are fully repaid in 2015.
7. Except as otherwise provided in this WBRFA Plan, any appropriations made to the Participating Jurisdictions for carrying out the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the WBRFA.

West Benton Regional Fire Authority Plan

8. Except as otherwise provided in this West Benton Regional Fire Authority Plan, whenever any question arises as to the transfer of any personnel, funds, books, documents, records, papers, files, equipment, or other tangible property used or held in the exercise of the powers and the performance of the duties and functions transferred, the governing body of the participating fire protection jurisdiction shall make a determination as to the proper allocation.

D. OPERATIONAL FINANCING AND WBRFA FUNDS.


1. The operational and administrative budget for fiscal year 2015 for the newly formed WBRFA shall be established by the current sitting Joint Fire Board of Prosser Fire District #3 based upon current and projected services.
2. The funding of the WBRFA operations and administration for fiscal year 2015 (January 1st, 2015 – December 31st, 2015) shall be furnished jointly by the Participating Jurisdictions with the sharing of costs the same as the current operating Interlocal Agreement -- split 40% being funded by the City of Prosser and 60% by Benton County Fire District #3.
3. All future costs incurred by Fire District #3 beginning in 2016 shall be borne by the WBRFA.

E. DEBT.

1. The City of Prosser and Benton County Fire District #3 shall each retain its respective General Obligation bonded indebtedness existing on the Effective Date and each shall continue to impose its individual voter-approved special levies until such debt is fully redeemed or defeased.
2. All other instruments of debt, financial liability or deferred payments owed by Prosser Fire District #3 or Benton County Fire District #3 shall be transferred to the WBRFA on the Effective Date. Unless specifically provided for in this WBRFA Plan no debt shall be transferred from the City of Prosser to the WBRFA.

WBRFA SECTION 3 PLAN REVISION DISPOSITION:

The **FUNDING AND FINANCE** section of the **WBRFA Plan** is subject to amendment or revision by the Governing Board except when voter approval is required by statute or voter approval is required by Section Six (Funding and Finance) of the WBRFA Plan.

	SECTION 7	DEPLOYMENT; OPERATIONS and EMERGENCY MANAGEMENT	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The DEPLOYMENT; OPERATIONS and EMERGENCY MANAGEMENT section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the WBRFA to operate and establish LEVELS OF SERVICE components of the WBRFA Plan is provided in RCW 52.26.040, .090 and chapter 52.33 RCW.

B. EMERGENCY SERVICES AND SERVICE LEVELS:

1. On the Effective Date, WBRFA shall be organized and managed administratively and operationally with the leadership as shown in **Appendix F** of this Plan.
2. All current operational and service delivery aspects of Prosser Fire District #3 shall be transferred to the WBRFA on the Effective Date unless otherwise stated in this WBRFA Plan. WBRFA shall continue to provide all emergency services in the manner and at the levels of service currently provided as shown in **Appendix E**.
3. Current staffing models, standards of coverage, deployment standards, field operations, command staffing, and operational policies and procedures shall be transferred and continued at the current level of service on the Effective Date.
4. In recognition for the efforts and recommendations of the Prosser Level of Service Task Force, the Final Report of the Task Force has been provided in **Appendix D** which includes recommendations for emergency services, levels of service and desired response performance goals. Said future services and service levels are set forth as goals in **Appendix E** of this WBRFA Plan.
5. This WBRFA Plan requires that WBRFA undertake an organizational Deployment Plan exercise in 2016-17 to adopt more specific targets for services, service levels and delivery models based upon the 'all risks' recommendation of the Community Task Force. As a result of that exercise, the Governance Board shall formally adopt, by resolution, service delivery plans, standards of coverage and deployment models.


West Benton Regional Fire Authority Plan

6. All current automatic aid and mutual aid agreements, and any other contractual services agreements, documents, or memorandums currently in place with the Prosser Fire District #3, shall be transferred over on to WBRFA on the Effective Date to provide continuous, seamless readiness and emergency services coverage.
7. On the Effective Date, WBRFA shall record, process and regularly report its incident activity and response performance data collectively as an RFA and individually between the rural and the city. WBRFA will annually compile and generate an annual report that will be available to the public and provided to the City of Prosser.
8. As a component of the 2016 WBRFA Deployment Plan, considerations and contingencies shall be incorporated to develop an alternate, subordinate EMS response and transport delivery system to supplement the current hospital-based system.
9. On the Effective Date, emergency management services within the boundaries of the WBRFA shall be provided as follows:
 - a. Within the City. WBRFA will actively participate and facilitate emergency management services for the City pursuant to an inter-local agreement to be negotiated prior to the Effective Date.
 - b. Within unincorporated Benton County. Benton County shall remain the provider of emergency management services, however, WBRFA shall coordinate, liaison and facilitate joint planning and mitigation efforts between City emergency management planning and operations and Benton County emergency management planning and operations.

**C. WBRFA SECTION 7 OPERATIONS AND DEPLOYMENT PLAN
REVISION DISPOSITION:**

The **DEPLOYMENT; OPERATIONS and EMERGENCY MANAGEMENT** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



	SECTION 8	ADMINISTRATIVE/MANAGEMENT/ PERSONNEL COMPONENTS	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The ADMINISTRATIVE/MANAGEMENT/PERSONNEL COMPONENTS section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the WBRFA to establish and provide Administrative, Management and Personnel components is provided in RCW 52.26.040 and RCW 52.26.100.

B. ORGANIZATION AND STAFFING.

1. WBRFA shall be organized as provided in **Appendix F** of the WBRFA Plan.
2. On the Effective Date, the Fire Chief of Prosser Fire District #3 shall serve as the Fire Chief of the WBRFA. The Fire Chief shall at all times be appointed and serve at the pleasure of the Governance Board.
3. The existing staff of Prosser Fire District #3 shall transfer to the WBRFA to fulfill assigned duties as outlined in the organizational structure in **Appendix F**.
4. All current FTE's of PFD3 and Volunteers shall be transferred on the Effective Date at their current rank, grade and seniority. The administrative staff of the WBRFA shall be the current members of the PFD3 administrative staff.
5. All current administrative and business functions, agreements, documents, operations, and policies and procedures from PFD3 shall transfer over to the WBRFA unless otherwise noted in this plan.
6. 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 Prosser Fire District #3 shall be transferred over with all personnel on the Effective Date.


West Benton Regional Fire Authority Plan

7. As a part of the WBRFA Deployment Plan exercise, the WBRFA shall review, revise and update all current agreements and contracts currently executed with Prosper Fire District #3.
8. Unless otherwise noted in the WBRFA Plan, the transfer of authority and the administration and management of the WBRFA shall be seamless and shall initially model the current administrative and management components of the current Prosper Fire District #3 municipal partnership.

WBRFA SECTION 8 PLAN REVISION DISPOSITION:

The **ADMINISTRATIVE/MANAGEMENT/PERSONNEL COMPONENTS** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



	SECTION 9	HAZARD PREVENTION, PUBLIC EDUCATION SERVICES	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The HAZARD PREVENTION, PUBLIC EDUCATION SERVICES section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the West Benton Regional Fire Authority to provide Fire/Hazard Prevention, Public Education and Fire Investigation components is provided in RCW 52.26.040, RCW 52.26.090(2), RCW 52.12.031 (3),(6) and (7)

B. SERVICES PROVIDED.

1. Benton County shall continue to maintain its authority to adopt and enforce fire and life safety codes per RCW and shall continue to provide fire prevention and investigation services in the unincorporated portions of WBRFA.
2. The City shall continue to maintain its authority to adopt and enforce fire and life safety codes per RCW. WBRFA personnel shall assist in adoption/revision of updated codes from time to time.
3. The City shall maintain the authority to provide code enforcement activities for non-complaint properties and other fire prevention/safety requirements.
4. The WBRFA shall provide fire/hazard prevention and public safety education services in the same manner and at the same level as the current Prosser Fire District #3.
5. The City and the WBRFA shall enter into a Post RFA interlocal agreement for those fire prevention inspection/notification services, pre-construction plan reviews and other fire/hazard safety activities that are provided by the WBRFA within the City limits of Prosser.
6. The WBRFA shall, under the new ILA, insure compliance with and maintenance of the current City of Prosser Fire Rating with the Washington Survey and Rating Bureau.

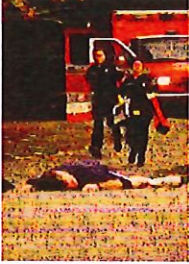
West Benton Regional Fire Authority Plan

7. As a part of the WBRFA Deployment Plan exercise, the WBRFA shall develop and adopt, in conjunction with the City, a new Fire Prevention/Safety Education platform to ensure a full scope of services for WBRFA.
8. On the Effective Date of the adoption of Post RFA interlocal agreement for fire prevention inspection/notification services, pre-construction plan reviews and other fire/hazard safety activities, WBRFA shall provide quarterly reports on said activities to the City.

WBRFA SECTION 9 PLAN REVISION DISPOSITION:

The **HAZARD PREVENTION, PUBLIC EDUCATION SERVICES** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.



	SECTION 10	SUPPORT SERVICES	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The SUPPORT SERVICES section of The WBRFA Plan is subject to amendment by a majority vote of the WBRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority for the West Benton Regional Fire Authority to provide Support Service components is provided in RCW 52.26.040, RCW 52.26.090 and RCW 52.26.100.

B. SUPPORT SERVICES.

1. All current aspects, provisions, levels of service of Prosser Fire District #3 Internal Support Services programs shall be transferred over to the WBRFA on the Effective Date.
2. The current FTE, part-time and Volunteer PFD3 personnel assigned to support services, logistics, supply, fleet maintenance and facilities shall be transferred over to fulfill the duties of those services outlined in the organizational structure in **Appendix C**.
3. As a part of the WBRFA Deployment Plan, the WBRFA shall develop and adopt a new Internal Support Services Plan to maintain a state of readiness and ensure a full scope of services and support to the responders, staff, and internal customers of WBRFA.

WBRFA SECTION 10 PLAN REVISION DISPOSITION:

The **SUPPORT SERVICES** section of The **WBRFA Plan** is subject to amendment by a majority vote of the WBRFA Governance Board.

APPENDIX 'A' – WBRFA Plan

WBRFA RFA

MISSION STATEMENT:

"The Mission Statement for West Benton Regional Fire Authority is to maintain a state of readiness in order to plan for and provide a system of hazard prevention and emergency mitigation services to the citizens and visitors of the Prosser community"

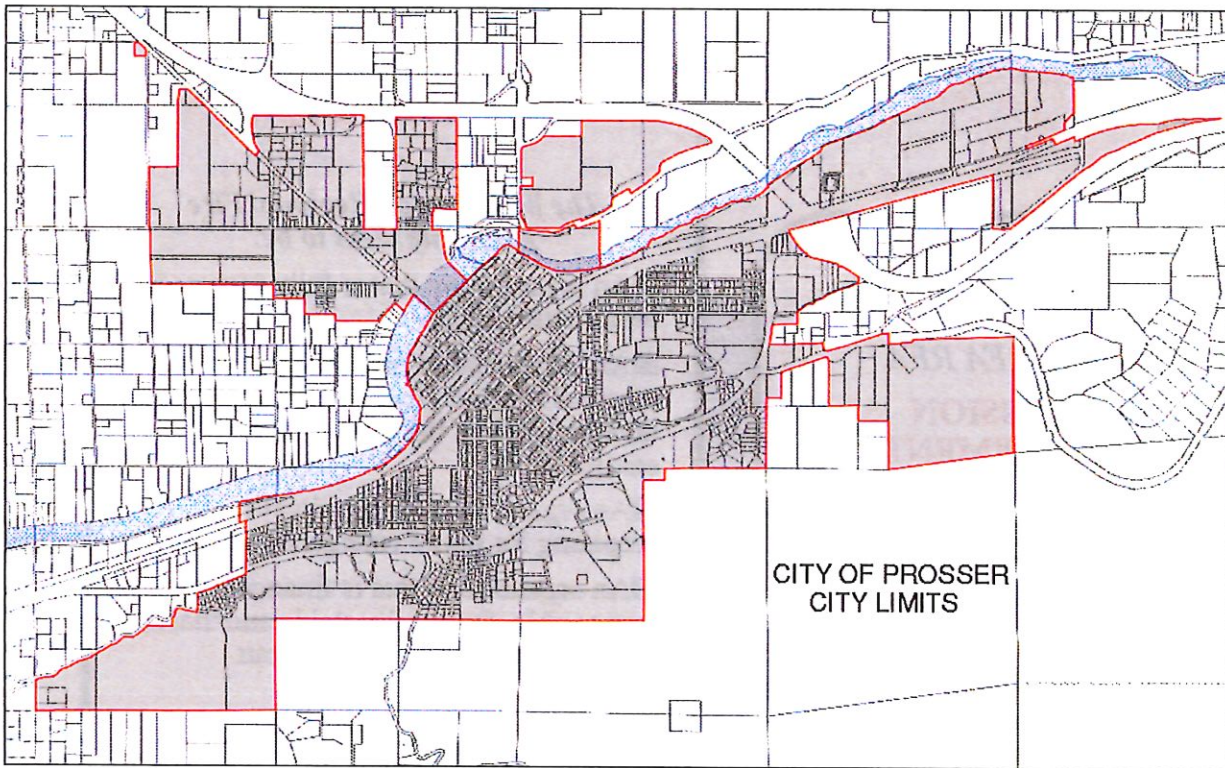
WBRFA

VISION STATEMENT:

The West Benton Regional Fire Authority seeks to be:

- ☒ An organization that is fully prepared for all emergencies
- ☒ An organization that strives to provide resources and services that reflect the diverse needs of the community and environment
- ☒ An organization that is always preparing for future emergency needs
- ☒ An organization that is financially responsible, financially stable and that is enthusiastically supported by our community
- ☒ An organization that promotes a safe, productive and healthy work environment
- ☒ An organization that maintains a high level of legislative/management/workforce partnerships that embraces making decisions collaboratively
- ☒ An organization that influences and embraces change
- ☒ An organization committed to the professional development of its members and whose members are effective, empowered and enthusiastic about their service

APPENDIX 'B' – WBRFA Plan



City of Prosser:

Beginning at the northeast corner of Lot 2 Short Plat #1088, records of Benton County, Washington; Thence west to the northwest corner of said Lot 2; Thence south along the east right of way line of Albrow Road to the south right of way line of Nunn Road; Thence east to the northeast corner of Lot 1, Short Plat #1153; Thence south along east boundary of said short plat to its intersection with the westerly extension of the south line of lot 1, short plat #1744; Thence east along south boundary of said short plat to the southeast corner of said Short Plat; Thence south to the northwest corner of Lot 1, of Short Plat #1702 ; Thence east to the northeast corner of Lot 2 of said Short Plat; Thence north to the southwest corner of Short plat 1646; Thence east to the north right of way line of North River Road; thence northeasterly along said right of way line to the southwesterly right of way line of Wine Country Road; Thence southeasterly along said right of way line to the center of the Yakima River; Thence southwesterly along the Yakima River for 4,070 feet more or less to a point being 799 feet west of the east line of Section 10, Township 8 North, Range 24 East; Thence south to the centerline of the railroad right of way; Thence easterly along said centerline to the northerly extension of the west line of Lot C, Short Plat #598; Thence south to the northwest corner of said Lot C; Thence west to the northwest corner of Plat MONTECITO ESTATES, Lot 35; Thence south to the south boundary of unnamed canal; Thence west to the northeast corner of parcel 110844000005000; Thence south along east boundary of said parcel to the southeast corner of said parcel; Thence west to the

West Benton Regional Fire Authority Plan

southwest corner of said parcel: Thence west along unnamed canal to its intersection with Richards Rd: Thence south along Richards Rd. to the north boundary of Section 15, Township 8 North, Range 24 East: Thence east to the northeast corner of Section 15, Township 8 North, Range 24 East: Thence North along east boundary of Section 10, Township 8 North, Range 24 East for 1964 feet: Thence east to the intersection of the centerline of Section 12, Township 8 North, Range 24 East: Thence north along centerline of Section 12, Township 8 North, Range 24 East for 3,000 feet: Thence east 436 feet: Thence north to the north boundary of Section 12, Township 8 North, Range 24 East: Thence east along north boundary of Section 12, Township 8 North, Range 24 East to the northeast corner of Section 12, Township 8 North, Range 24 East: Thence north along the east line of Section 1, Township 8 North, Range 24 East, 1,500 feet: Thence east 310 feet: Thence north to the south boundary of SR 221: Thence east along the south boundary of SR 221 for 1,020 feet: Thence south 1,020 feet: Thence east 690 feet; Thence south for 331 feet: Thence east to the centerline of Section 6, Township 8 North, Range 25: Thence south to the south boundary of Section 6, Township 8 North, Range 25: Thence east to the southeast corner of Section 6, Township 8 North, Range 25: Thence north to the northeast corner of the south half of Section 6, Township 8 North, Range 25: Thence west along the north boundary of the south half of Section 6, Township 8 North, Range 25 East to the center line of Section 6, Township 8 North, Range 25 East: Thence north for 220 feet: Thence west along the north boundary of SR 221 to the southeast corner of Lot 3, Short Plat #1389;: Thence north to the northeast corner of said Lot 3: Thence west to the east right of way line of SR 22: Thence north along said right of way line to the northwest corner of Short Plat #1408: Thence east to the northeast corner of said Short Plat: Thence north to the south boundary of an unnamed canal: Thence east along unnamed canal to the northeast corner of parcel 106852000016000: Thence north to the south boundary of East I-82: Then west along the south boundary of East I-82 for 726 feet: Thence north for 600 feet: Thence west for 476 feet to the boundary of Wine Country Rd: Thence northeasterly along Wine Country Rd for 4,777 feet: Thence south 1,200 feet: Thence east 320 feet to the west boundary of W I-82: Thence northeasterly along W I-82 for 2070 feet: Thence north 100 feet to Wittkopf Loop: Thence northwesterly along Wittkopf Loop to the north boundary of Wine Country Rd: Thence north 75 feet: Thence southwest 1,060 feet: Thence north 275 feet: Thence east along the south boundary of Lot 2, Short Plat #850 to the southeast corner of Lot 2, Short Plat #850: Thence north along the east boundary of Lot 2, Short Plat #850 to the intersection with Lot 2, Short Plat No. 850: Thence northeasterly along the east boundary of Lot 2, Short Plat No. 850 to the south boundary of the Yakima River: Thence west along the Yakima River to the east line of the west 400 feet of Government Lot 4 of Section 1, Township 8 North, Range 24 East: Thence north to the north line of said Section 1: Thence west to the west line of said Section 1; thence north to the south line of parcel 136943000006004: Thence east along said south line to the intersection with the west line of parcel 136944020052005: Thence east along the south line of said parcel to the northeast corner thereof; Thence west along the north line of parcel 136944020052005 and 136943000006004 to the east line of Section 35 Township 8 North, Range 24 East: Thence south along said east line to the centerline of the Yakima River: Thence west along said centerline 1,590 feet more or less to the intersection with the southerly extension of the west line of parcel 136943000006004; Thence northwesterly along said line to the intersection with Old Inland Empire Hwy: Thence west along Old Inland Empire Hwy to the Southeast corner of Lot 15 of the amended Plat of EMPIRE SUBDIVISION thence north to the northeast corner of Lot 19 of said Plat: thence east to the southeast corner of Lot 28 of said Plat: Thence north to the southerly right of way line of I-



West Benton

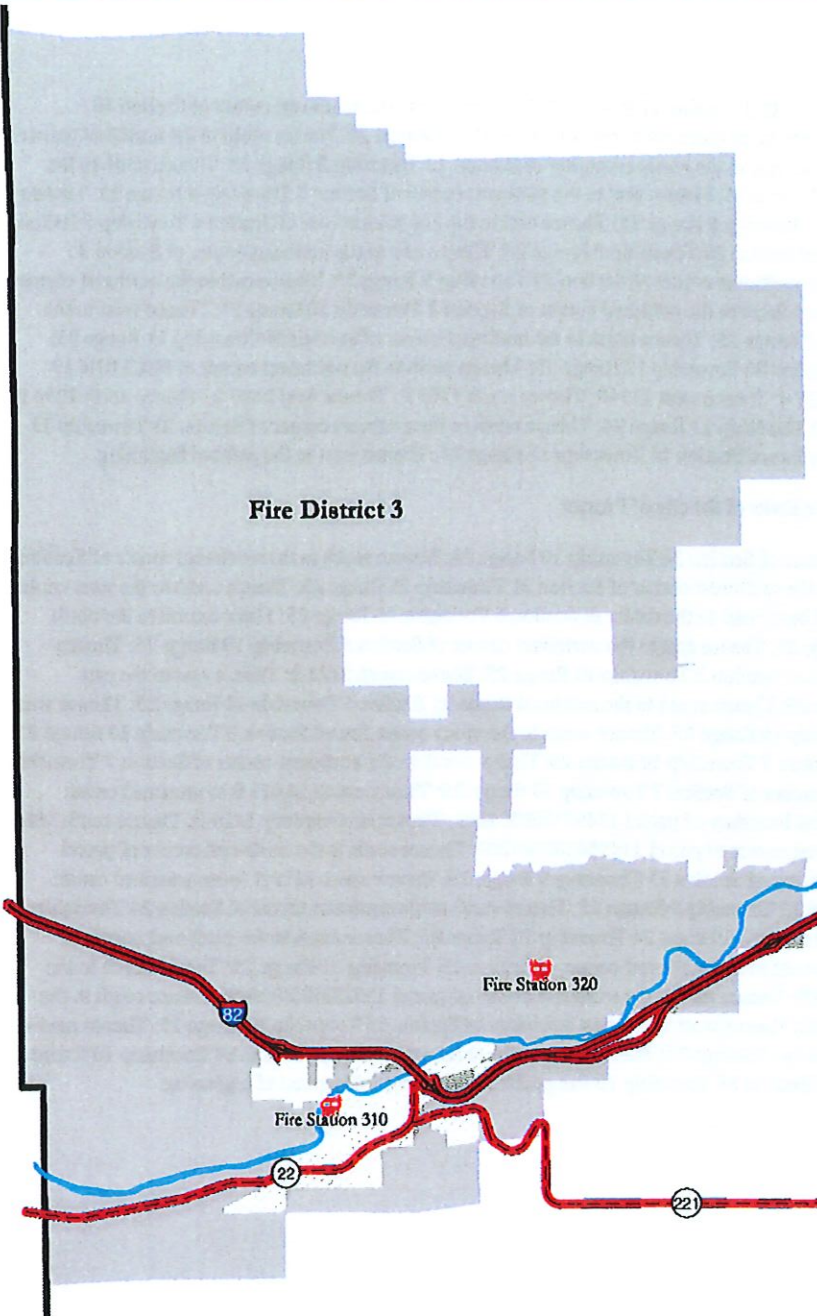
Regional Fire Authority Plan

82: Thence west along said right of way line to the east right of way line of Gap Rd: Thence south along Gap Road to the west line of Section 35, Township 8 North, Range 24 East: Thence south along said west line to the southwesterly right of way line of Wine Country Road; Thence northwesterly along said right of way line 2,030 feet: Thence west 185 feet: Thence south to the point of beginning.

Situate in Benton County, Washington.



West Benton Regional Fire Authority Plan





West Benton Regional Fire Authority Plan

Fire Protection District 3:

Beginning at the northwest corner of Section 18 Township 11 Range 24; Thence south to the southwest corner of Section 18 Township 8 Range 24; Thence east to the southeast corner of Section 15 Township 8 Range 24; Thence north to the northeast corner of Section 15 Township 8 Range 24; Thence east to the northeast corner of Section 18 Township 8 Range 25; Thence north to the northwest corner of Section 8 Township 8 Range 25; Thence east to the northeast corner of Section 8 Township 8 Range 25; Thence north to the northwest corner of Section 4 Township 8 Range 25; Thence east to the northeast corner of Section 4 Township 8 Range 25; Thence north to the northwest corner of Section 34 Township 9 Range 25; Thence east to the northeast corner of Section 35 Township 9 Range 25; Thence north to the northwest corner of Section 25 Township 9 Range 25; Thence east to the northeast corner of Section 25 Township 9 Range 25; Thence north to the northeast corner of Section 1 Township 10 Range 25; Thence west to the northwest corner of Section 1 Township 10 Range 25; Thence north to the northeast corner of Section 26 Township 11 Range 25; Thence west to the northwest corner of Section 30 Township 10 Range 25; Thence north to the northwest corner of SECTION 19 TOWNSHIP 11 NORTH RANGE 25; LOT 4; Thence west 1334 ft; Thence north 1301 ft; Thence west 2660 ft; Thence north 1294 ft; Thence west to the boundary of Section 23 Township 11 Range 24; Thence north to the northeast corner of Section 23 Township 11 Range 24; Thence north to the north center line of Section 14 Township 11 Range 24; Thence west to the point of beginning.

Excluding: The area within the incorporate limits of the city of Prosser

Excluding: Beginning at the northwest corner of Section 36 Township 10 Range 24; Thence south to the southwest corner of Section 36 Township 10 Range 24; Thence east to the southwest corner of Section 31 Township 10 Range 25; Thence south to the west center line of Section 6 Township 10 Range 25; Thence east to the center of Section 6 Township 10 Range 25; Thence north to the north center line of Section 6 Township 10 Range 25; Thence east to the northwest corner of Section 5 Township 10 Range 25; Thence south 1410 ft; Thence east to the center line of Section 5 Township 10 Range 25; Thence south 2720 ft; Thence east to the east boundary of Section 5 Township 10 Range 25; Thence south to the southeast corner of Section 5 Township 10 Range 25; Thence west to the north center line of Section 8 Township 10 Range 25; Thence south to the south center line of Section 8 Township 10 Range 25; Thence west to the southwest corner of Section 7 Township 10 Range 25; Thence north to the northwest corner of Section 7 Township 10 Range 25; Thence east to the northeast corner of Section 7 Township 10 Range 25; Thence south 10,031 ft to unnamed canal; Thence east along unnamed canal to the west boundary of parcel 114953000001001; Thence northeasterly 1420 ft; Thence south 1885 ft to Swaley Rd; Thence east to the southwest corner of parcel 114954000003000; Thence north to the northwest corner of parcel 114954000001002; Thence east to the boundary of Section 13 Township 9 Range 25; Thence south 1612 ft to the unnamed canal; Thence east to the west boundary of Section 13 Township 9 Range 25; Thence north to the northeast corner of Section 24 Township 10 Range 25; Thence west to the northwest corner of Section 24 Township 10 Range 25; Thence south to the northwest corner of Section 25 Township 10 Range 25; Thence west to the northwest corner of Section 26 Township 10 Range 25; Thence south to the northwest corner of parcel 135053000002000; Thence east to the northeast corner of parcel 135053000002000; Thence south to the southeast corner of parcel 135053000002000; Thence west to the west boundary of Section 35 Township 10 Range 25; Thence south to the southeast corner of Section 34 Township 10 Range 25; Thence west to the southwest corner of Section 34 Township 10 Range 25; Thence north to the northwest corner of Section 34 Township 10 Range 25; Thence west to the point of beginning.

APPENDIX 'C' – *WBRFA Plan*

Table 1 Governance Structure through fiscal year 2015

WBRFA Commissioner	Initial Appointment	Term Ends
Prosser City Council Member	January 1, 2015	December 31, 2015
Prosser City Council Member	January 1, 2015	December 31, 2015
Prosser City Council Member	January 1, 2015	December 31, 2015
Benton County Fire Protection District Number 3 Commissioner	January 1, 2015	December 31, 2015
Benton County Fire Protection District Number 3 Commissioner	January 1, 2015	December 31, 2015
Benton County Fire Protection District Number 3 Commissioner	January 1, 2015	December 31, 2015

Table 2 Governance Structure after fiscal year 2015

WBRFA Commissioner Position	Initial Term (varying years)	Ongoing Term (6 years)
1 (At Large)	2016-2019 (4 year term)	2020-2025
2 (City Commissioner District)	2016-2021 (6 year term)	2022-2027
3 (City Commissioner District)	2016-2017 (2 year term)	2018-2023
4 (Unincorporated Commissioner District)	2016-2021 (6 year term)	2022-2027
5 (Unincorporated Commissioner District)	2016-2017 (2 year term)	2018-2023

APPENDIX 'D' – *WBRFA Plan*

PROSSER TASK FORCE RECOMMENDATIONS

DISCUSSION

This Final Report to the Joint Fire Board contains exhaustive summaries and information used and explored during the DISCOVERY phase of this project. While our 'methodology matrix' reflects three distinct elements of the project, in reality, the majority of the DISCUSSION occurred simultaneously with our DISCOVERY efforts. However, the project culminated on Week 6 with a deliberation by the Task Force with a lengthy discussion of 'what did we learn' and how it may be applied in the form of a Level-Of-Service recommendation. Therefore, this report will not record or reflect the on-going discussion or conversations both in Task Force meetings and in other formats such as emails and phone calls.

DECISION

While it would be somewhat facetious to assume that the Task Force would actually "make decisions" for the Joint Fire Board, there were a number of discussions, recommendations and conclusions drawn to finality at the end of the process by this fastidious group. This Final Report reflects those 'decisions' made by the Task Force in three formats.

The first format is crafted in an INVENTORY OF SERVICES table which the Task Force believes services and level of training that are within reach by the Fire District to provide to the community. This 'inventory' -- keeping in line with the guiding principles of a 'First Responder' agency for nearly all emergency incidents -- indicates the current services and number of volunteer members trained to defined levels. It also provides the Task Force's desired recommendation for future services and the number or percentage of PFD3 trained and certified members for the various response disciplines. (See **Appendix E**)

The second 'DECISION format' -- (completed by Task Force) combined with the Level-Of-Service (LOS) Survey's that each member conducted through-out the community -- is reflected in one of the key elements of LOS doctrine: that is, RESPONSE PERFORMANCE. The basic question of 'how fast' should trained PFD3 emergency help be at a household in crises remains at the heart of the LOS question. After analysis and discussion the Task Force submits the following matrix in recommendation form:

West Benton Regional Fire Authority Plan





PFD3 Level of Service Matrix					
	'Level of Service" Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	CALL PROCESSING & DISPATCH				
	The amount of time it takes for SECOM to receive a 9-1-1 call, adequately process it and dispatch it to PFD3	Fire Response	1:30 mins	1:30 mins	1:30 mins
		EMS/Rescue Response	1:30 mins	1:30 mins	1:30 mins
		Haz Mat Response	1:30 mins	1:30 mins	1:30 mins
		Public Service	2:00 mins	2:00 mins	2:00 mins
	'Level of Service" Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	PFD3 'TURN-OUT' TIME				
	The amount it takes for the first staffed PFD3 unit to respond after being dispatched	Fire Response	3:00 mins	7:00 mins	8:00 mins
		EMS/Rescue Response	3:00 mins	7:00 mins	8:00 mins
		Haz Mat Response	3:00 mins	7:00 mins	8:00 mins
		Public Service	3:00 mins	9:00 mins	11:00 mins
	'Level of Service" Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	FIRST PFD3 UNIT ON THE SCENE				
	The amount it takes for the first staffed PFD3 unit to arrive at the emergency scene	Fire Response	7:30 mins	9:45 mins	12:45 mins
		EMS/Rescue Response	7:30 mins	9:45 mins	12:45 mins
		Haz Mat Response	7:30 mins	9:45 mins	12:45 mins
		Public Service	8:30 mins	10:45 mins	12:45 mins
	'Level of Service" Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	ARRIVAL OF THE REMAINING 'EFFECTIVE RESPONSE FORCE'				
	The amount it takes for the remaining first-alarm assigned units to arrive at the scene	Fire Response	9:45 mins	10:45 mins	13:45 mins
		EMS/Rescue Response	9:45 mins	10:45 mins	13:45 mins
		Haz Mat Response	9:45 mins	10:45 mins	13:45 mins
		Public Service	10:45 mins	12:45 mins	14:45 mins

Figure 1--PFD3 Task Force RECOMMENDED Response Performance Goals

CONCLUSIONS

As a final effort by the PFD3 Task Force, the group deliberated both in person and also electronically (email) to make their conclusions. The following are the FINDINGS and RECOMMENDATIONS of the PFD3 Task Force:

TASK FORCE RECOMMENDATIONS

The major findings of the Task Force effort and deliberations include recommendations which address current and future PFD3 needs which must be addressed. These findings and recommendations will have a direct effect on current and future levels of service, delivery models, governance and costs and are *time and outcome based*.

In taking all of the information into consideration, the Task Force has determined these recommendations to be desirable and attainable for the community as well as provides a sustainable emergency services model – now and in the future.

Those recommendations include:

Governance Model:

- Different Governance model: *Consider a completely different model for the governance of PFD3 by revisiting the model to form a Regional Fire authority to increase preparedness and fairly spreading the cost associated with Fire, Rescue and EMT risks across a larger population, and over a larger region.*

Administration:

- Business Planning: *This is a joint venture, there needs to be a proper level-of-service driven business plan for current year, 5 year and 10 year planning for this Joint Venture Agency. The LOS business plan must address the subjects of Fire, Rescue and EMT services for BCFD#3 and the City of Prosser in the areas of administration, facilities, fleet, training levels, delivery services, and response times, staffing, administrative staffing, governance, and funding requirements. Integrate the business plan into the Interagency Agreement for use by the Joint Venture Agency.*
- Work Plan: *Prepare an overall work plan for this Joint Venture Agency. Break down the work to be performed, describe the work, prepare an estimate, and prepare a time phased plan (to an appropriate level of detail) describing how and when work will get done.*
- Goals: *Establish Goals or Key Performance Parameters based upon: LOS goals with clear definition concerning what is to be achieved, when the goal is to be achieved and who will be responsible for achieving the goal. Make this part of the Agency business plan. Amend the Agency joint venture agreement to include the Goals or Key Performance Parameters goal and the dates these goals will be met.*

West Benton Regional Fire Authority Plan**Facilities:**

- *Planning: Prepare a "Facilities", purchase, property improvements, and maintenance plan in conjunction with the overall LOS business plan for the Agency.*
- *Develop cash set aside values based on a schedule that the Agency will live up to and fund monthly/annually to meet "Facilities" needs.*
- *Focus attention finishing the upstairs dorms to promote night shift operations to improve call time response overall.*
- *Develop plan for expansion of facilities to outer areas of PFD 3 district to improve response times in an effort to reduce property owner insurance premiums in the higher populated outer areas of the fire district.*

Fleet:

- *Planning: Prepare a "Fleet", purchase, improvements, and maintenance plan in conjunction with the overall business plan for the Agency.*
- *Develop cash set aside values based on a schedule that the Agency will live up to and fund monthly/annually to meet "Facilities" needs.*
- *The factor for inflation in the existing equipment replacement plan is 3.5% - 5% (planning rates), suggest using a ten year running average actual inflation rate (currently 2.41%) for equipment under \$250K. The replacement cost will decrease significantly overall by this change over the life cycle of the replacement plan.*

Training Levels:

- *Planning: Prepare a "Training Levels" plan in conjunction with the overall LOS business planning for the Agency. Prepare estimated cost in conjunction with a work plan outlining the overall goals.*
- *The end result of training needs to result in the ability to respond to complex dangerous commercial, industrial, airport, and marine fire/rescue.*
- *Those surveyed for this study requested the PFD 3 personnel be trained to a level of 8.5 out of 10 for Fire, Rescue, and EMT.*
- *Expand training to include complex dangerous commercial, industrial, airport, and marine fire/rescue response.*

West Benton Regional Fire Authority Plan

Delivery Services:

- Planning: *Prepare a "Delivery Services" plan in conjunction with the overall business planning for the Agency. Prepare estimated cost in conjunction with a work plan outlining the overall goals.*
- *PFD 3 is not an "All Risk" Agency, they are a first response Agency that trains all personnel to a near professional level in the areas of Fire, Rescue, and EMT.*
- *Expand Delivery Services to include complex dangerous industrial, airport, and marine fire/rescue response.*
- *Prepare a community risk analysis/assessment starting with current mapping of PFD 3 risks by area. Identify red zone risks and response capabilities by the Agency.*
- *Consider potential "Regional" approach for Delivery Services, (i.e.: ambulance, Station Cover, Mutual Aid, etc.)*

Response Times:

- *The average response time for PFD 3 in 2011 was 9.37 min. The 2012 average response time was 10:29 min. These average times generally coincide with the expectations of those surveyed over the past few months in that 62% expect service in 8-10 minutes 80% of the time.*
- *Set a Goal to reach an average response time of 9:00 minutes, 80% of the time within two years.*
- *Consider focusing attention on finishing the upstairs dorms to promote night shift operations to improve the call time response overall.*

Response Staffing:

- *Prepare an overall "Response Staffing" plan in conjunction with the development of the overall business plan. Prepare scope statements and cost estimates to support this type of plan.*
- *Based on those surveyed, a minimum of 4 personnel should respond to any incident, but a majority (71%) of those surveyed requested "as many as needed" as a response to any incident.*

West Benton Regional Fire Authority Plan**Staffing Model:**

- *Current Program: Maintain the volunteer program and ensure training brings the volunteers up to a standard nearly equal to that of career firefighters.*
- *Continue staffing PFD 3 with a mix of daytime career and volunteers.*
- *Develop a plan for volunteer day/night dorm accommodations.*
- *Establish cover shifts for volunteers to ensure response times and personnel.*
- *Review the potential for seasonal hiring to meet peak season requirements of the plan.*
- *Look into a regional approach for use of volunteer firefighters from other districts.*
- *Incentivize volunteer participation based on training, certification and severity of call.*
- *Prepare plan for the recognition of businesses in town that become involved with a fire department response/recess program during daytime hours. Educate the community concerning the needs of the program, along with developing incentives for businesses.*
- *Prepare a community awareness plan, PFD 3 needs to increase visibility of the fire department in the newspaper.*
- *Look into the use of a volunteer recruiter for PFD 3 and look into sharing cost with other regional volunteer districts.*
- *Develop an Explorer Program for Volunteer Firefighting with PHS.*

Administrative Staffing:

- *Prepare an administrative plan as a part of the business plan to address current and future "Administrative Staffing" needs as the department matures over the next ten years.*

Financing:

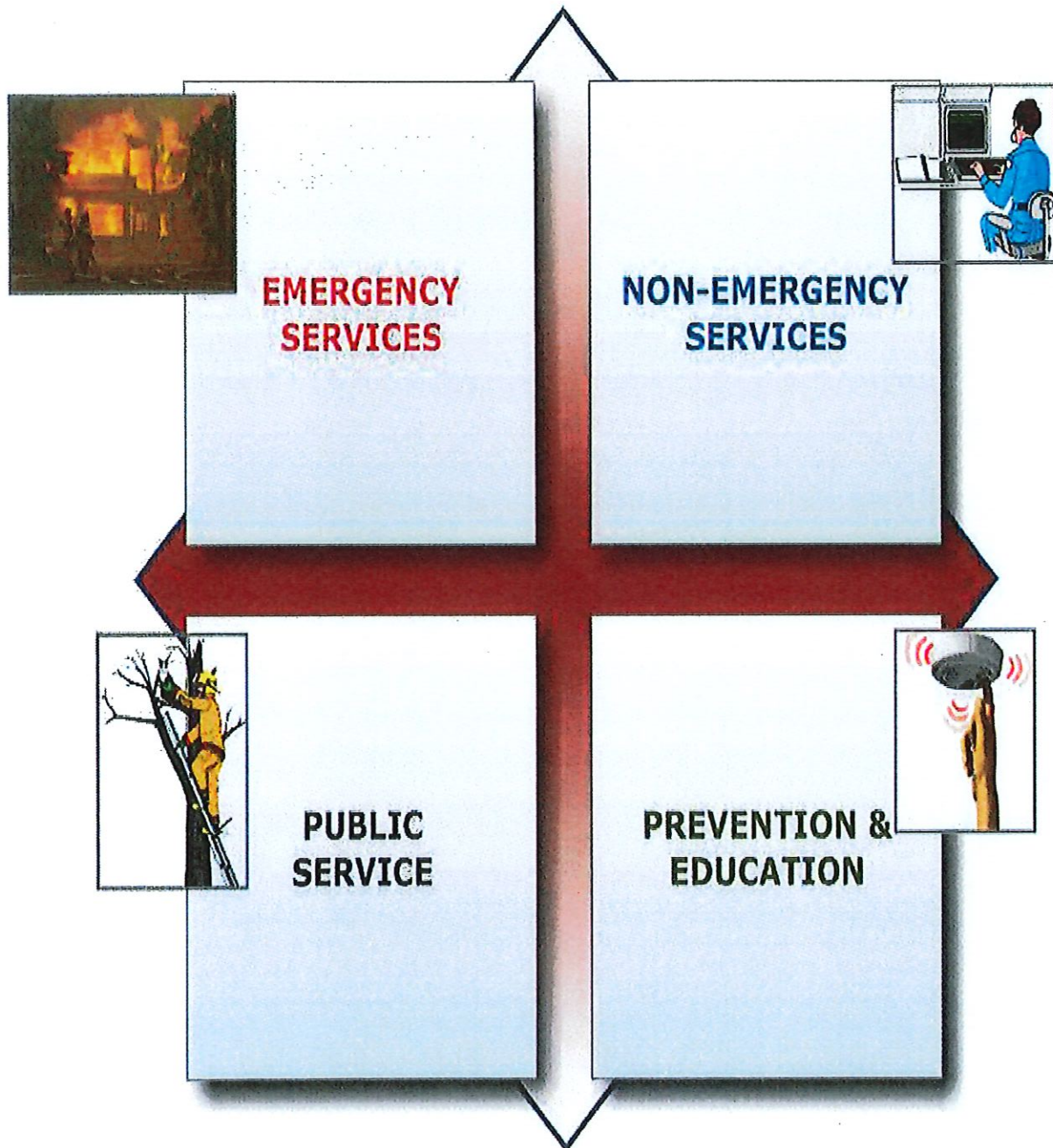
- *Financial Planning: This is a joint venture, there needs to be a proper financial plan the for current year, 5 year and 10 year planning for this Joint Venture Agency. The financial plan must address the subjects of*

West Benton Regional Fire Authority Plan

Fire, Rescue and EMT services for BCFD#3 and the City of Prosser in the areas of administration, facilities, fleet, training levels, delivery services, and response times, staffing, administrative staffing, governance, and funding requirements. Integrate the business plan into the Interagency Agreement for use by the Joint Venture Agency

- *Work Plan: Prepare an overall work plan for this Joint Venture Agency. Break down the work to be performed, describe the work, prepare an estimate, and prepare a time phased plan describing how and when work will get done.*
- *Annual Budgets: All annual and multi-year financial planning should include inflationary factoring. The inflation factor should be based on a ten year federal average rate.*
- *The Financing agreement for the Agency should be amended to accommodate complex commercial and industrial structures throughout PFD3 to determine risk & associated cost for fire, rescue & EMT services.*
- ***The current Inter-agency cost division formula does not properly address future risk preparation and response to support potential risk related cost associated with the density of complex commercial and industrial structures in the City of Prosser.***
- *Developing a proper governance model will solve the issue related to the funding share that would be considered adequate, fair, and equitable.*
- *Address unfunded liabilities for PFD3.*
- *Review the maps and listing of complex commercial and industrial structures throughout PFD3 to determine risk & associated cost for fire, rescue & EMT services. Identify the structures sizes by; SF, CF, mechanical systems, chemical systems, materials stored, materials processed, facility construction, response scenarios, compressed gases, liquefied gases, boiler systems, heated oils, stored oils and fuels, etc.*
- *Look at the cost associated with responses and the balance of higher risk operations associated with responses to city verses the rural regions of BCFD#3.*

APPENDIX 'E' – WBRFA Plan





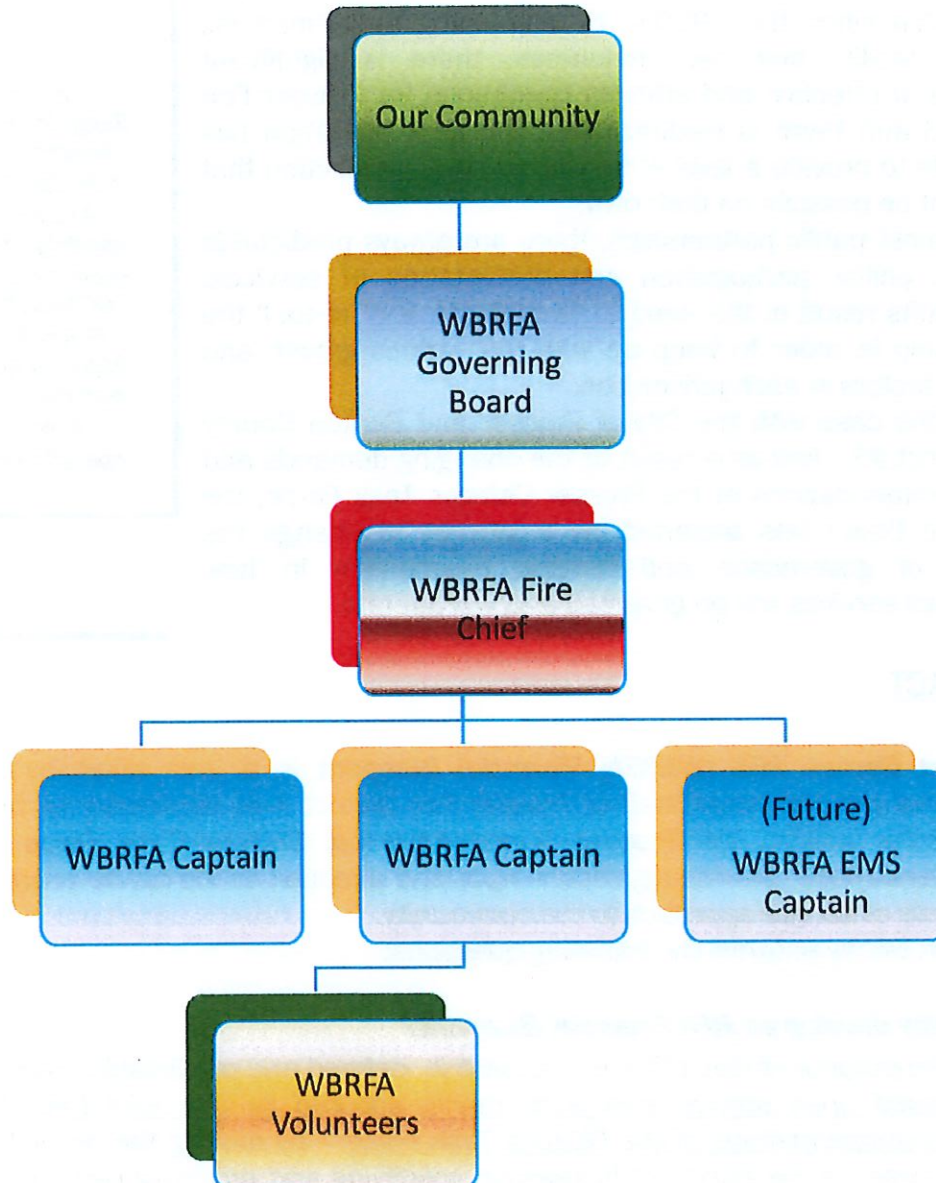
West Benton

Regional Fire Authority Plan

**PROSSER REGIONAL
FIRE AUTHORITY**

JULY 2014

APPENDIX 'F' – WBRFA Plan



APPENDIX 'G' – *WBRFA Plan*

INTRODUCTION

The City of Prosser and Benton County Fire District #3 have enjoyed a unique and successful joint Fire/EMS service relationship since the 1950's. By combining their financial, staffing, facility and fleet resources, there is significant evidence of effective and efficient operations for Prosser Fire District 3 and there is evidence that the joint operation has been able to provide a level of service to each jurisdiction that would not be possible on their own.

As with most public partnerships, there are always predictable shifts in policy, participation and proliferation of services. These shifts result in the need to re-evaluate and 're-tool' the relationship in order to keep up with the various growth and demand factors in each jurisdiction.

Such is the case with the City of Prosser and Benton County Fire District #3. And as a result of the changing demands and the recommendations of the Prosser Citizens Task Force, the Joint Fire Board has departed on a journey to change the method of governance and funding mechanism in how emergency services will be governed and will operate.

The RFA Financial Blueprint effort has been developed to assist the Joint Fire Boards efforts in determining the relativity of changes and improvements to LEVELS OF SERVICE which the RFA will provide; the impact it has on funding and the current method in which the PFD operation will be funded

ABSTRACT

The **West Benton RFA (WBRFA) Financial Blueprint** is a joint effort by the Executive, Operational and Volunteer Staff of Prosser Fire District 3 as facilitated by mHc Associates. Of particular weight, the **Prosser [Level-of-Service] Citizens Task Force 'Findings and Recommendations'** provide significant input and direction to the future provision of the 'all-risks' levels of service approach to the community.

This effort briefly answers the following questions:

◇ ***Why develop an RFA Financial Blueprint?***

The purpose of this effort is to establish defined and predictable costs and impacts – based upon service level instruments adopted by the Joint Fire Board and the recommendations of the Citizens Task Force – by moving the newly formed WBRFA forward in the efforts of increasing, solidifying and providing certain emergency and non-emergency services.

West Benton Regional Fire Authority Plan

◇ *What will it accomplish?*

The efforts of Staff were able to provide accurate and predicable cost indicators for meeting the desired level of service expectations that the Joint Board has considered in policy form. This format is in contrast with many other public financing models that simply "trend" their anticipated financial needs based upon 'past history'.

CONCLUSIONS

Based upon the current and past impacts – those being:

- Financial demands that Prosser Fire District 3 has experienced;
- The increased demand for services which has trended the past ten years;
- The increased cost for support services and supplies
- The encumbrance placed upon the organization to fully fund its capital replacement liabilities; and
- The demand for more consistent and defined *services AND levels of service* for ALL RISKS AND HAZARDS in the City of Prosser and Benton County Fire District #3

..... the current funding level and funding model IS NOT SUSTAINABLE and can and will fall short of needs and demands in the very near future.

METHODOLOGY

DEFINITION: *a body of methods, rules, and postulates employed by a discipline: a particular procedure or set of procedures; the analysis of the principles or procedures of inquiry in a particular field*

The methodology employed for this project was threefold:

- a) First, it evaluated the current form and format for which the PFD3 Operating and Capital Projects/Replacement budget is fashioned.
- b) Second, it developed a matrix that sorts and arranges the different elements of a new West Benton RFA budget into categories that are: 1) support and supply driven; and, 2) external and internal services driven.
- c) Thirdly, it examines, organizes and postulates the logistics, impacts and costs for deploying the WBRFA towards the expressed services and levels of service projected by the Joint Fire Board and recommended by the Task Force.



By applying an evaluation matrix that examines and predicts the potential costs and impacts of changes/improvements to levels of service, the subsequent impact to staffing and support efforts to meet those service demands is calculated.

FINANCIAL BLUEPRINT GOALS

As with most studies, this particular financial exercise was designed and driven by three specific goals. As such, these goals become this report's *Guiding Principles* and are relevant and established objectives by the Joint Fire Board as expressed in the adopted West Benton Regional Fire Authority Planning document and DRAFT RFA Standards of Coverage.

The three Goals (Guiding Principles) developed and incorporated throughout this report are:

- ✧ *Improve and solidify the emergency services response and delivery system to an 80th percentile while addressing the need to prepare and maintain expertise in 'all hazards and risks' associated with the community and its targets.*
- ✧ *Improve and implement the services and levels of service as identified and established by the Joint Fire Board in Appendix 'E' of the West Benton RFA Plan*
- ✧ *Establish and consistently fund established Capital Projects/Replacement accounts for facilities, equipment and fleet*

INSTRUMENTS

As referenced earlier in this study, this effort is supported and driven by several standards, policies and established PFD3 instruments in which to guide and direct RFA organization.

Those instruments are:

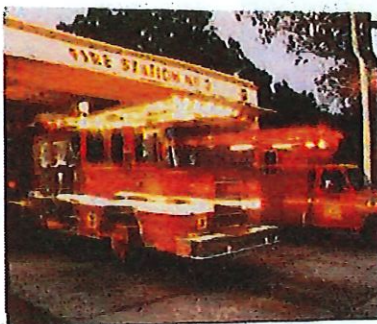
- ◇ RCW 52.33 – Fire Department Performance Measures
- ◇ NFPA 1720 – Standard for the Organization and Deployment of Fire Suppression Operations; Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments
- ◇ Commission on Fire Accreditation International – Self Assessment Manual
- ◇ Checklist for Measuring Fire Department Response Performance
- ◇ Critical Tasking for Emergency Operations
- ◇ Prosser Citizens Task Force Final Report (Appendix D of RFA Plan)
- ◇ Prosser Fire District 3 Community Risk Analysis
- ◇ Prosser Fire District 3 Regional Fire Authority Plan – Operation and Levels of Service
- ◇ Prosser Fire District 3 Regional Fire Authority Plan – Appendix 'E'
- ◇ Prosser Fire District 3 Apparatus/Equipment/Facility Replacement Fund

TARGETS & TRIGGERS

When a community creates a fire department, establishes what services it will provide, identifies the risks that it will attempt to mitigate and builds its first fire station, certain response criterion is usually considered. Those desired emergency services and response criterion anticipate that it applies to 100 percent of the area covered by the boundaries of that community. These key service elements become the organizational **TARGETS** for which the agency exists and operates.



In addition to the services an organization commits to provide and the risks it will mitigate, 'getting to the scene of an emergency with adequate resources in a timely fashion' becomes the focus of the services delivery system. This is generally the most prevalent of **TARGETS** which a city or fire district will evaluate and establish in the form of *levels of service goals* and it subsequently leads to the development of a standard of response cover, or a 'time and level of staffing' designed to control an emergency at a minimum level of loss. The process is however, a policy choice based on risk and local conditions.



The basic performance standards for time goals are based on the rapid speed of fire growth and consequences of emergency medical situations over a short time frame. It has been determined that both fires and medical emergencies can gain a foothold that result in excessive losses when the times are excessive. The most common benchmark time standards used are:

- Alarm processing time — _____ seconds
- Turnout time — _____ seconds
- Travel time
 - Fire response — _____ minutes, 80 percent of the time
 - BLS response — _____ minutes, 80 percent of the time
 - ALS response — _____ minutes, 80 percent of the time

The contemporary method of measuring performance looks at response time on incidents as an indicator of levels of service. The way this is done is two-fold. The first is to measure the actual performance during emergencies; the second is to monitor the system to determine when the system fails to achieve the performance goals.

West Benton Regional Fire Authority Plan


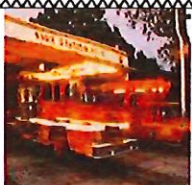

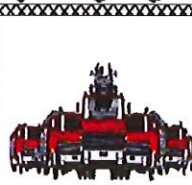
Key performance indicators (KPI's) are quantifiable measurements of the improvement or deterioration in the performance of an activity critical to the success of an emergency response agency. KPI's enable a fire department to measure essential activities of the organization so that it can quantify how these activities influence outcome results.

KPI's are usually aggregations of values across many instances, where the aggregation function can be average, maximum, minimum, sum, count (number of occurrences), or standard deviation.

A KPI must have a TARGET, which is the exact value that the KPI should achieve. It can also have ranges, each of which is a span of possible values. Ranges can be specified either as a percentage of the target value or as an actual value.

A key component to performance indicators is the regular and diligent monitoring and documenting of performance expectations. This answers the questions "how well are we doing"?

When an emergency service provider determines that they consistently are unable to meet their *desired targets* OR when the policy makers have determined that *more services* or a *higher level of service* is needed or desired for the community, this process develops **TRIGGERS** which in turn begin to shift and build the organization towards meeting those goals.

PFD3 Level of Service Matrix					
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	CALL PROCESSING & DISPATCH				
	The amount of time it takes for SECOM to receive a 9-1-1 call, adequately process it and dispatch it to PFD3	Fire Response	1:30 mins	1:30 mins	1:30 mins
		EMS/Rescue Response	1:30 mins	1:30 mins	1:30 mins
		Haz Mat Response	1:30 mins	1:30 mins	1:30 mins
		Public Service	2:00 mins	2:00 mins	2:00 mins
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	PFD3 'TURN-OUT' TIME				
	The amount it takes for the first staffed PFD3 unit to respond after being dispatched	Fire Response	3:00 mins	7:00 mins	8:00 mins
		EMS/Rescue Response	3:00 mins	7:00 mins	8:00 mins
		Haz Mat Response	3:00 mins	7:00 mins	8:00 mins
		Public Service	3:00 mins	9:00 mins	11:00 mins
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	FIRST PFD3 UNIT ON THE SCENE				
	The amount it takes for the first staffed PFD3 unit to arrive at the emergency scene	Fire Response	7:30 mins	9:45 mins	12:45 mins
		EMS/Rescue Response	7:30 mins	9:45 mins	12:45 mins
		Haz Mat Response	7:30 mins	9:45 mins	12:45 mins
		Public Service	8:30 mins	10:45 mins	12:45 mins
	'Level of Service' Element	Type of Incident	PFD3 GOAL 'Command'	PFD3 GOAL Zone 1	PFD3 GOAL Zone 2
	ARRIVAL OF THE REMAINING 'EFFECTIVE RESPONSE FORCE'				
	The amount it takes for the remaining first-alarm assigned units to arrive at the scene	Fire Response	9:45 mins	10:45 mins	13:45 mins
		EMS/Rescue Response	9:45 mins	10:45 mins	13:45 mins
		Haz Mat Response	9:45 mins	10:45 mins	13:45 mins
		Public Service	10:45 mins	12:45 mins	14:45 mins

As such, this RFA Financial Blueprint addresses those expressed public policies with the proposed financial requirements to accomplish them.

RFA FINANCIAL BLUEPRINT

"....ya can't move forward successfully without a good look at where ya been..." (John Wayne)

No financial analysis is worth its weight in paper without a look at trends from the past. The following data and information is provided to offer a fuller picture of the financial commitment to providing service by PFD3:

2008-2014 Assessed Value Growth Trend

JURISDICTION	ASSESSED VALUE	LEVY RATE
2008 Prosser	\$ 330,821,655	\$ 2.946
2008 BCFD#3	\$ 398,306,201	\$ 1.033
2009 Prosser	\$ 365,389,454	\$ 2.892
2009 BCFD#3	\$ 404,276,569	\$ 1.039
2010 Prosser	\$ 411,141,272	\$ 2.875
2010 BCFD#3	\$ 429,541,868	\$ 1.001
2011 Prosser	\$ 417,262,490	\$ 2.933
2011 BCFD#3	\$ 453,840,725	\$ 0.985
2012 Prosser	\$ 412,423,986	\$ 3.067
2012 BCFD#3	\$ 466,003,831	\$ 1.013
2013 Prosser	\$ 444,413,731	\$ 2.915
2013 BCFD#3	\$ 559,245,773	\$ 0.869
2014 Prosser	\$ 472,724,254	\$ 2.933
2014 BCFD#3	\$ 584,314,375	\$ 0.852
AVERAGE AV INCREASE		
Prosser	\$ 23,650,433	
BCFD#3	\$ 36,671,417	

Table 1 Property Assessed Value History



West Benton Regional Fire Authority Plan

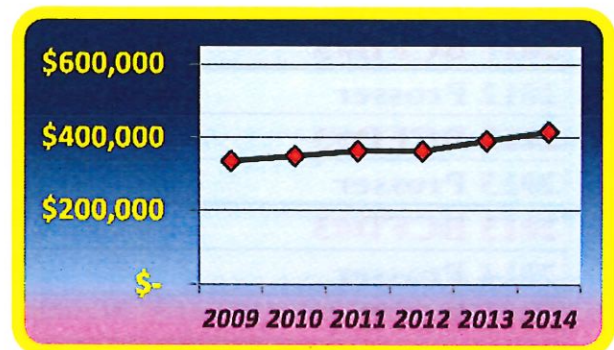
2008-2014 PFD Operating Budget Growth Trend

Year	Ops Budget	% Change
2004	\$538,500	
2005	\$508,000	-5.66%
2006	\$541,000	6.49%
2007	\$592,500	9.42%
2008	\$639,653	8.04%
2009	\$664,000	6.08%
2010	\$680,600	2.41%
2011	\$662,700	-2.54%
2012	\$654,700	-1.22%
2013	\$759,400	15.99%
2014	\$798,000	5.08%

Table 2 PFD3 Budget History

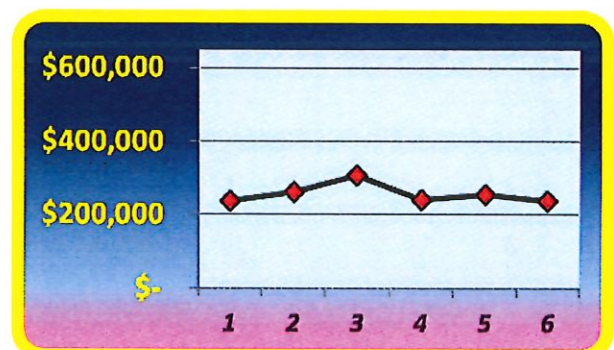
Admin	
2009	\$ 336,868
2010	\$ 350,789
2011	\$ 363,146
2012	\$ 362,700
2013	\$ 389,900
2014	\$ 415,000

Table 3 PFD3 Admin Budget History



Suppression	
2009	\$ 237,552
2010	\$ 263,425
2011	\$ 306,500
2012	\$ 241,500
2013	\$ 257,000

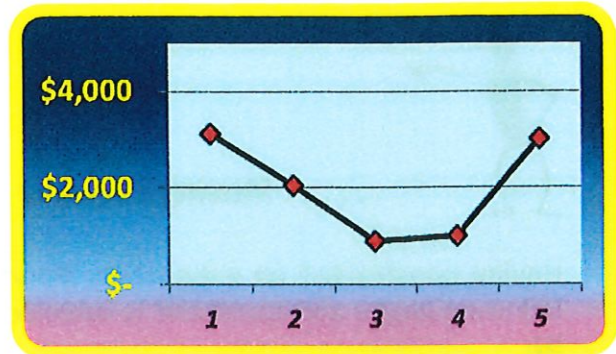
Table 4 PFD3 Suppression Budget History



West Benton Regional Fire Authority Plan

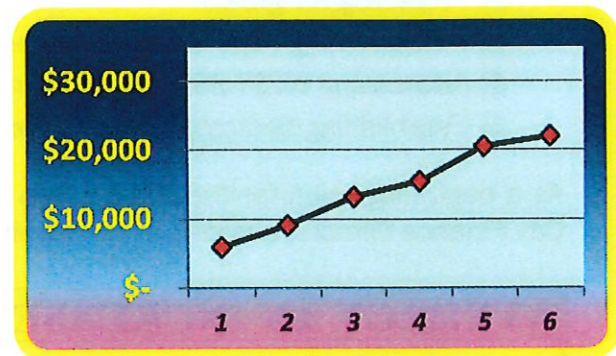
Prevention	
2009	\$ 3,110
2010	\$ 2,033
2011	\$ 906
2012	\$ 1,000
2013	\$ 3,000
2014	\$ 4,000

Table 5 PFD3 Prevention Budget History



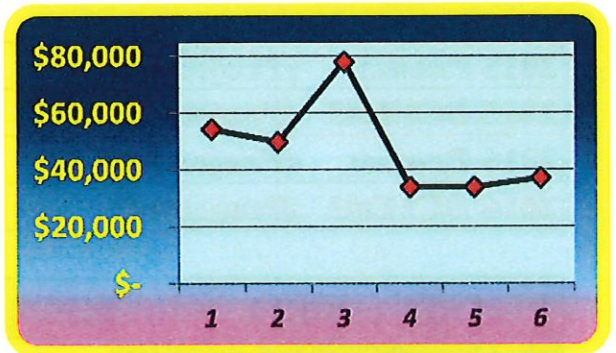
Training	
2009	\$ 5,793
2010	\$ 9,026
2011	\$ 13,174
2012	\$ 34,000
2013	\$ 20,500
2014	\$ 22,000

Table 6 PFD3 Training Budget History



Facilities	
2009	\$ 54,138
2010	\$ 49,986
2011	\$ 78,053
2012	\$ 34,000
2013	\$ 34,000
2014	\$ 37,000

Table 7 PFD3 Facilities Budget History



West Benton Regional Fire Authority Plan



..... Moving Forward

Having constructed an exhaustive 'trend-line' of WEST BENTON RFA financial history, the following pages are appointed to develop a 'benchmark' for the new Regional Fire Authority by:

- ☐ Projecting AV growth
- ☐ Incorporating Task Force recommendations
- ☐ Addressing WEST BENTON RFA unfunded liabilities
- ☐ Establishing dedicated funding for capital liabilities

As a beginning point for the 2016 RFA's inaugural operating budget and funding needs, the City Finance Director assisted in developing and agreeing upon the following data:

AVERAGE AV INCREASE		
Prosser	\$	23,650,433
BCFD#3	\$	31,002,362

2015 Prosser (Projected)	\$	496,374,687
2015 BCFD#3 (Projected)	\$	615,316,737
2016 Prosser (Projected)	\$	520,025,120
2016 BCFD#3 (Projected)	\$	646,319,099

PROJECTED 2016 RFA AV	\$	1,166,344,219
-----------------------	----	---------------

Table 8 Prosser/BCFD#3 Projected AV table

PROJECTED 2016 PROSSER PROPERTY TAX LEVY RATE	\$2.89
---	--------

West Benton Regional Fire Authority Plan**2016 RFA FINANCIAL BLUEPRINT – Overview**

Per the adopted West Benton RFA Plan, there are a number of key factors that enter in to the calculations for establishing the benchmark levy rate for the first year of collections for the RFA. Per the West Benton Regional Fire Authority Plan:

OPERATIONAL FINANCING AND RFA FUNDS.

1. *The operational and administrative budget for fiscal year 2015 for the newly formed WBRFA shall be established by the current sitting Joint Fire Board of Prosser Fire District #3 based upon current and projected services.*
2. *The funding of the WBRFA operations and administration for fiscal year 2015 (January 1st, 2015 – December 31st, 2015) shall be furnished jointly by the participating partners of the RFA with the sharing of costs the same as the current operating Interlocal Agreement -- split 40% being funded by the City of Prosser and 60% by Benton County Fire District #3.*

WBRFA REVENUES:

1. *The WBRFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050 (1) (b) subject to the following restrictions:*
 - a. *The WBRFA shall be funded beginning in fiscal year 2016 by an authorized ad valorem property tax of \$ 0.95 per thousand of assessed valuation. The initial levy shall serve as WBRFA's highest lawful levy under RCW 84.55.010 and shall establish the tax base for the calculation of subsequent tax levies. The WBRFA Plan shall not be construed as creating any banked capacity under RCW 84.55.010 or RCW 84.55.092. The WBRFA Governance Board shall adopt an annual budget and set its levy amount at a rate each year in accordance with state law and the adopted budget policies of the WBRFA. Any subsequent tax levies shall be limited by the limit factor under RCW 84.55.0101 unless the WBRFA voters approve a levy lid lift pursuant to RCW 84.55.050. This subsection of the plan may only be amended or revised by submission of a revised WBRFA Plan to the electorate for approval.*
2. *This Plan shall not approve the implementation of a benefit charge under RCW 52.26.050(a) but the WEST BENTON RFA Governing Board may, in the future ask the voters to approve a benefit charge consistent with the requirements of RCW 52.26.180 through RCW 52.26.270.*
3. *To the extent permitted by law, the WBRFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.*
4. *The WEST BENTON RFA Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and RFA Plan Amendment, if required, all additional revenue sources authorized by law including but not limited to revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in chapter 52.26 RCW.*

2016 RFA FINANCIAL BLUEPRINT – *Elements*

Provisions for the 2016 inaugural RFA Financial Blueprint are shaped by five specific elements which cumulatively establish the benchmark, baseline regular property levy rate for the RFA. As established by the RFA Plan, the **2015** Operating budget will be established by the current Joint Fire Board and funded in the same fashion the current ILA provides. Likewise, the current Joint Fire Board will give preliminary approval for the **2016** budget by establishing in the RFA Plan the 2016 RFA base property tax levy rate.

The five specific elements of the 2016 Financial Blueprint are as follows and specific matrices are provided in the Appendices of this report:

ELEMENT	PRIMARY USE	DESTINATION
<i>Operating Budget</i>	The primary use of this fund is for the specific operational divisions of the RFA. Divisions include Administration, Suppression/Rescue, Prevention/Education and Training. Considerations include: <ul style="list-style-type: none"> • Administrative support • EMS component • Volunteer Recruitment component • Seasonal component • Technical Rescue training component 	RFA Operating and Expense Fund
<i>Equipment Replacement</i>	The ERF is a dedicated fund to set aside replacement and upgrade funds for critical fire, rescue and medical equipment with a replacement threshold <i>individually or collectively</i> of \$2,000	Dedicated ERF Fund
<i>Apparatus Replacement</i>	The ARF is a dedicated fund to set aside replacement and upgrade funds for the replacement or upgrade of most of the RFA fleet	Dedicated ARF Fund
<i>Facility Component Replacement</i>	The FCRF is a dedicated fund to set aside replacement and upgrade funds for specific 'big ticket' building and facility components of the RFA fire stations	Dedicated FCF Fund
<i>Contingency/ Carryover</i>	The primary use of this fund is for providing dedicated funds of no less than 10% of the annual Operating Budget to be carried over for the first five months of a fiscal year	RFA Operating and Expense Fund

West Benton Regional Fire Authority Plan

This Financial Blueprint encompasses the input and direction of the Joint Fire Board through its Strategic Planning efforts; findings and recommendations of the Citizens Task Force and the specific elements of the Prosser Fire District 3 Standards of Coverage instrument. The following funding elements have been assigned levy rates based upon the recommendations put forth in the above:

ELEMENT	2016 Proposed levy rate
<i>Operating Budget</i>	\$.72 per thousand
<i>Equipment Replacement</i>	\$.08 per thousand**
<i>Apparatus Replacement</i>	\$.06 per thousand
<i>Facility Component Replacement</i>	\$.05 per thousand
<i>Contingency / Carryover</i>	\$.04 per thousand

**** ERF not fully funded**

PROJECTED 2016 PROSSER FIRE 3 RFA TAX LEVY RATE	\$.95.
--	----------------



West Benton Regional Fire Authority Plan

EQUIPMENT REPLACEMENT MATRIX

Asset Number	Description	Purchase Year	Exp	Rem.	Rem	2014	Annual	Projected	Annual Payment	
			Life (yrs)	Replcmt Year	Life (yrs)	Replcmt Cost	% Cost Increase	Replcmt Cost	Begin Balance	to Amortize Over Remaining Life
36	SCBA packs	2007	10	2017	3	\$202,000	3.0%	\$220,731	\$0	\$73,577
46	SCBA bottles	2007	15	2022	8	\$60,000	3.0%	\$76,006	\$0	\$9,501
1	SCBA compressor	2007	30	2037	23	\$25,000	3.0%	\$49,340	\$0	\$2,145
1	Hydraulic rescue tools	2008	20	2028	14	\$40,000	3.0%	\$60,504	\$0	\$4,322
14	Mobile radios	2005	10	2015	1	\$9,800	3.0%	\$10,094	\$0	\$10,094
3	Thermal imaging cameras	2007	10	2017	3	\$33,000	3.0%	\$36,060	\$0	\$12,020
3	Master stream devices	1998	30	2028	14	\$26,000	3.0%	\$39,327	\$0	\$2,809
7	Chain saws	2007	20	2027	13	\$3,493	3.0%	\$5,130	\$0	\$395
1	Vant saws	2007	20	2027	13	\$1,400	3.0%	\$2,056	\$0	\$158
1	Haz Mat detectors	2014	15	2029	15	\$595	3.0%	\$927	\$0	\$62
500	LDH	2006	25	2031	17	\$5,000	3.0%	\$8,264	\$0	\$486
500	LDH	2007	25	2032	18	\$5,000	3.0%	\$8,512	\$0	\$473
500	LDH	2008	25	2033	19	\$5,000	3.0%	\$8,768	\$0	\$461
500	LDH	2009	25	2034	20	\$5,000	3.0%	\$9,031	\$0	\$452
500	LDH	2010	25	2035	21	\$5,000	3.0%	\$9,301	\$0	\$443
500	LDH	2011	25	2036	22	\$5,000	3.0%	\$9,581	\$0	\$435
500	LDH	2012	25	2037	23	\$5,000	3.0%	\$9,868	\$0	\$429
500	LDH	2013	25	2038	24	\$5,000	3.0%	\$10,164	\$0	\$423
500	LDH	2014	25	2039	25	\$5,000	3.0%	\$10,469	\$0	\$419
1	Type III pump/tank pkgs	2001	25	2026	12	\$40,000	3.0%	\$57,030	\$0	\$4,753
1	Type III pump/tank pkgs	2000	25	2025	11	\$40,000	3.0%	\$55,369	\$0	\$5,034
1	Type III pump/tank pkgs	2004	25	2029	15	\$40,000	3.0%	\$62,319	\$0	\$4,155
1	Type III pump/tank pkgs	2009	25	2034	20	\$40,000	3.0%	\$72,244	\$0	\$3,612
1	Rescue air bags	2008	20	2028	14	\$2,500	3.0%	\$3,781	\$0	\$270
5	Portable generators	2000	20	2020	6	\$5,000	3.0%	\$5,970	\$0	\$995
5	Structural PPE	2005	10	2015	1	\$11,000	3.0%	\$11,330	\$0	\$11,330
5	Structural PPE	2006	10	2016	2	\$11,000	3.0%	\$11,670	\$0	\$5,835
5	Structural PPE	2007	10	2017	3	\$11,000	3.0%	\$12,020	\$0	\$4,007
5	Structural PPE	2008	10	2018	4	\$11,000	3.0%	\$12,381	\$0	\$3,095
5	Structural PPE	2009	10	2019	5	\$11,000	3.0%	\$12,752	\$0	\$2,550
5	Structural PPE	2010	10	2020	6	\$11,000	3.0%	\$13,135	\$0	\$2,189
5	Structural PPE	2011	10	2021	7	\$11,000	3.0%	\$13,529	\$0	\$1,933
5	Structural PPE	2012	10	2022	8	\$11,000	3.0%	\$13,934	\$0	\$1,742
5	Structural PPE	2013	10	2023	9	\$11,000	3.0%	\$14,353	\$0	\$1,595
5	Structural PPE	2014	10	2024	10	\$11,000	3.0%	\$14,783	\$0	\$1,478
4	PP fans	1995	20	2015	1	\$6,000	3.0%	\$6,180	\$0	\$6,180

	\$976,912	\$0	\$179,856
--	-----------	-----	-----------

2016 ERF Levy Rate	\$	0.15
--------------------	----	------



West Benton Regional Fire Authority Plan

APPARATUS REPLACEMENT MATRIX

				Exp	Rem.	Rem	2014	Annual	Projected		
		Purchase	Life	Life	Replcmt	Life	Replcmt	% Cost	Replcmt	Begin	Annual Payment
Asset	Description	Year	(yrs)	(yrs)	Year	(yrs)	Cost	Increase	Cost	Balance	to Amortize
Number											Over Remaining
											Life
	ATV	2004	15	2019	5	\$10,000	3.5%	\$11,877	\$10,000	\$375	
	Chev Tahoe	2010	12	2022	8	\$50,000	3.5%	\$65,840	\$35,000	\$3,855	
	Ford Expedition	2013	20	2033	19	\$50,000	3.5%	\$96,125	\$63,000	\$1,743	
	Ford 450 -- Type 6	2004	15	2019	5	\$86,000	3.5%	\$102,141	\$45,000	\$11,428	
	Chevy 3500-Type 6	1989	27	2016	2	\$86,000	3.5%	\$92,125	\$65,000	\$13,563	
	Ford F450 -- Type 6	2009	20	2029	15	\$86,000	3.5%	\$144,080	\$31,000	\$7,539	
	Ford F450 Tpe 6	2000	20	2020	6	\$86,000	3.5%	\$105,716	\$75,000	\$5,119	
	Braun Rescue	2006	20	2026	12	\$245,000	3.5%	\$370,212	\$78,000	\$24,351	
									\$988,117	\$402,000	\$67,974
										2016 AV	\$ 1,166,342,220
											\$ 1,166,342
										2016 ARF Levy Rate	\$0.06



West Benton Regional Fire Authority Plan

FACILITY COMPONENT REPLACEMENT MATRIX

Asset Number	Description	Purchase Year	Exp	Rem.	Rem	2014	Annual	Projected	Begin Balance	Annual Payment to Amortize
			Life (yrs)	Replcmt Year	Life (yrs)	Replcmt Cost	% Cost Increase	Replcmt Cost		Over Remaining Life
Sta 310	Facility roof	1997	50	2047	33	\$35,000	3.0%	\$92,832	\$0	\$2,813
Sta 310	HVAC	2013	25	2038	24	\$25,000	3.0%	\$50,820	\$0	\$2,117
Sta 310	Floor covering	1997	18	2015	1	\$15,000	3.0%	\$15,450	\$0	\$15,450
Sta 310	Interior paint	1997	18	2015	1	\$2,500	3.0%	\$2,575	\$0	\$2,575
Sta 310	Exterior paint	1997	18	2015	1	\$4,500	3.0%	\$4,635	\$0	\$4,635
Sta 310	IT system	2013	10	2023	9	\$11,000	3.0%	\$14,353	\$0	\$1,595
Sta 310	Communications	1997	20	2017	3	\$10,000	3.0%	\$10,927	\$0	\$3,642
Sta 310	App door / motors / track	1997	25	2022	8	\$28,000	3.0%	\$35,470	\$0	\$4,434
Sta 310	Emergency power	1997	20	2017	3	\$16,000	3.0%	\$17,484	\$0	\$5,828
Sta 310	Parking lot / striping	1997	18	2015	1	\$15,000	3.0%	\$15,450	\$0	\$15,450
Sta 320	Facility roof	2001	50	2051	37	\$15,000	3.0%	\$44,778	\$0	\$1,210
Sta 320	HVAC	2001	30	2031	17	\$10,000	3.0%	\$16,528	\$0	\$972
Sta 320	Floor covering	2001	20	2021	7	\$3,000	3.0%	\$3,690	\$0	\$527
Sta 320	Interior paint	2001	20	2021	7	\$1,000	3.0%	\$1,230	\$0	\$176
Sta 320	Exterior paint	2001	20	2021	7	\$4,000	3.0%	\$4,919	\$0	\$703
Sta 320	IT system	2001	10	2011	-3	\$12,000	3.0%	\$10,982	\$0	-\$3,661
Sta 320	Communications	2001	30	2031	17	\$3,000	3.0%	\$4,959	\$0	\$292
Sta 320	App door / motors / track	2001	30	2031	17	\$12,000	3.0%	\$19,834	\$0	\$1,167
Sta 320	Emergency power	2001	30	2031	17	\$9,000	3.0%	\$14,876	\$0	\$875
Sta 320	Parking lot / striping	2001	18	2019	5	\$5,000	3.0%	\$5,796	\$0	\$1,159

\$387,587	\$0	\$61,959
-----------	-----	----------

2016 FCRF Levy Rate	\$	0.05
---------------------	----	------

West Benton Regional Fire Authority Plan

ASSETS

The City's and BCFD#3's ownership interest each has in Prosser Fire District 3 and its assets shall be transferred to the WBRFA on the effective date. The City of Prosser shall retain ownership of the "Fire Engine Building at City Park" described below:

1301 Summers Avenue

Parcel No. 101843020123001

Other than the fire station provided for in the plan and as described above, no other City assets will be transferred to the WBRFA.

All assets of the BCFD#3 will be transferred to the WBRFA on the effective date.

REVENUES/DEBTS

Except for the fiscal year ending in 2015, the West Benton Regional Fire Authority Revenues shall be limited to taxes directly levied or collected by it. Beginning in 2016, the City's maximum property tax levy will be reduced by the amount of the WBRFA levee of approximately \$0.95/1000 of assessed value. All revenues of BCFD#3 shall be transferred to the WBRFA on the effective date. No City revenues shall be transferred to the WBRFA. Allocation of debts shall be as provided for in the WBRFA Plan.

2016 ESTIMATED IMPACTS		
Prosser Assessed Value	\$	520,025,120
BCFD#3 Assessed Value	\$	646,317,099
Combined City/BCFD#3 Assessed	\$	1,166,342,219
Prosser Regular Property tax levy	\$	2.892
Prosser Property Tax Revenue	\$	1,503,913
BCFD #3 levy rate	\$	0.850
Prosser Estimated % of 2016 PFD3 Operating Budget		
2016 PFD3 Operating Budget	\$	813,960
2016 Prosser FD Budget	\$	325,327
2016 Prosser %		39.97%

	New Levy Rate for RFA**
BCFD#3 Property Tax Levy Rate	\$ 0.950
Adjusted Prosser Levy Rate	\$ 2.425
Maximum Property Tax Levy Rate	\$ 3.375
CITY PROPERTY OWNER IMPACT	\$ 0.483

IMPACT TO THE CITY OF PROSSER		
2016 PROSSER PROPERTY TAX REVENUE	\$	1,503,913
PROSSER PROPERTY TAX REVENUE WITHOUT FIRE DEPARTMENT	\$	1,261,061
2016 PROSSER PROPERTY TAX (DECREASE)	\$	(242,852)
2016 Prosser FD Budget	\$	325,327
2016 TOTAL SAVINGS TO PROSSER GENERAL FUND DUE TO THE FORMATION OF RFA	\$	82,475

Home Value	RFA IMPACT
\$ 120,000	\$ 57.96
\$ 180,000	\$ 86.94
\$ 220,000	\$ 106.26
\$ 280,000	\$ 135.24
\$ 320,000	\$ 154.56

RFA Plqanning Committee Workplan (3/8/2024 draft)

Item 3.

	2024												2025												Comments	
	Q1	Q2			Q3			Q4			Q1	Q2			Q3			Q4								
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Phase 1: Decision to Expore RFA																									COMPLETE	
Governing bodies express interest in the possibility of forming an RFA																									Completed prior to 2024 via mutual studies and JPAC engagement	
Governing bodies document to each other their desire to study the possibility of forming an RFA																									Completed via extension to ILAExtension	
Phase 2: Formation of Planning Committee and Preliminary Financial Review																									IN PROGRESS	
Appointment of Planning Committee																									completed by adoption of resolutions	
Governing Bodies, by Resolution, appoint three (3) members each to form an RFA Plannine Committee.																										
Planning Committee Rules <ul style="list-style-type: none">•Determine frequency of meetings•Select a Chair•Establishes rules of operation, public comment guidelines, use of alternates, use of facilitator, use of technical review and other sub-committee(s)•Establish a time frame for the final draft Plan•Establish a time frame for Councils' adoption of the Plan•Scope for two contracts for 1) facilitation of RFA committee and 2) public engagement•Establish the extent of labor involvement in the planning process.				3/18	4/3, 4/17																				in progress	
Commence preliminary financial review				3/18	4/3, 4/17																					in progress
Phase 3: Vision and Framework Development																									PENDING	
Vision and Service Identification <ul style="list-style-type: none">•Planning Committee identifies and confirms the vision of the RFA and the services it will provide•The composition of the governing body of the RFA (i.e. mix of City Council members, citizens, elected or appointed at large, voting or non-voting)•The number of members on the new governing body and length of terms•Refined financial analysis with funding mechanism to be utilized by the RFA (i.e. ad valorem taxes, benefit charges, excess levy, EMS Levy, GEMT, etc.)•Begin review of the collective bargaining agreement (CBA) for alignment with the new RFA configuration, if necessary					5/1, 5/15, 5/29	6/5, 6/19																			pending	
Governing Body Composition and Funding Mechanism <ul style="list-style-type: none">•Final determinaton the composition, terms, and rules of the Governing Body of the RFA.•Final determination re: length of term for governing body members•Evaluation and final determination on the funding mechanisms to be utilized by the RFA							7/3, 7/17, 7/31																		pending	
Level of Service/Standards of Cover <ul style="list-style-type: none">•Define the level of service and standards of cover to be utilized by the RFA•Determine the makeup and structure of the Administrative Team							8/7, 8/21																		pending	
Phase 4: Labor and Methodology																									pending	
Labor Involvement <ul style="list-style-type: none">Finalize review of the collective bargaining agreement (CBA) for alignment with the new RFA configuration, if necessary								9/4, 9/18		10/2															pending	
Draftng of RFA Plan								9/4, 9/18		10/2															pending	
Phase 5: Adoption, Ballot Preparation, and Approval																									PENDING	
Approval by Governing Bodies <ul style="list-style-type: none">•worksessions with respective Councils in October and November Camas (10/16, 11/6, 11/20) Washougal (10/9, 10/23, 11/13) - consider joint sessions•Formal action by Councils to approve the Plan in December Camas (12/4, 12/18) Washougal (12/4, 12/11, 12/18) ?? IS THIS THE PROCESS OR IS IT DONE AS PART VIA THE RESOLUTION PLACING IT ON THE BALLOT, AND IF SO, MAYBE THERE IS AN INTERMEDIATE STEP TO GET "FORMAL" COUNCIL APPROVALS FOR THE DRAFT PLAN																									pending, RFA Planning Committee meets as needed based on Council feedback?	
Ballot Language Development and Approval <ul style="list-style-type: none">•Planning Committee develops ballot language for the RFA Plan and presents it to Councils (January Council worksessions)•Individual Councils approve the ballot language and place the RFA Plan on the April 2025 ballot via resolutions DEADLINE 2/21? (last regular Council meetings to do this Camas 2/18 Washugal 2/10)																									pending, RFA Planning Committee meets as needed based on Council feedback?	
Phase 6: Public Vote and Post Election Actions																									PENDING	
Public Vote April 22? election																										



SIMPLE GANTT CHART by Vertex42.com

<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

About This Template

This template provides a simple way to create a Gantt chart to help visualize and track your project. Simply enter your tasks and start and end dates - no formulas required. The bars in the Gantt chart represent the duration of the task and are displayed using conditional formatting. Insert new tasks by inserting new rows.

Guide for Screen Readers

There are 2 worksheets in this workbook.

TimeSheet

About

The instructions for each worksheet are in the A column starting in cell A1 of each worksheet. They are written with hidden text. Each step guides you through the information in that row. Each subsequent step continues in cell A2, A3, and so on, unless otherwise explicitly directed. For example, instruction text might say "continue to cell A6" for the next step.

This hidden text will not print.

To remove these instructions from the worksheet, simply delete column A.

Additional Help

Click on the link below to visit [vertex42.com](https://www.vertex42.com) and learn more about how to use this template, such as how to calculate days and work days, create task dependencies, change the colors of the bars, add a scroll bar to make it easier to change the display week, extend the date range displayed in the chart, etc.

[How to Use the Simple Gantt Chart](#)

More Project Management Templates

Visit [Vertex42.com](https://www.vertex42.com) to download other project management templates, including different types of project schedules, Gantt charts, tasks lists, etc.

[Project Management Templates](#)

About Vertex42

Vertex42.com provides over 300 professionally designed spreadsheet templates for business, home, and education - most of which are free to download. Their collection includes a variety of calendars, planners, and schedules as well as personal finance spreadsheets for budgeting, debt reduction, and loan amortization.

Businesses will find invoices, time sheets, inventory trackers, financial statements, and project planning templates. Teachers and students will find resources such as class schedules, grade books, and attendance sheets. Organize your family life with meal planners, checklists, and exercise logs. Each template is thoroughly researched, refined, and improved over time through feedback from thousands of users.

RFA TIMELINE (3/7/24 DRAFT)

January 2024

Phase 1: Decision to Explore RFA

Governing Body Decision: (COMPLETE)

- Each Governing Body interested decides to explore the possibility of forming an RFA within reasonable proximity to neighboring fire protection jurisdictions.

Letters of Intent: (COMPLETE – VIA RESOLUTIONS)

- Governing Bodies send letters to each other indicating their desire to study the possibility of forming an RFA.

February 2024

Phase 2: Formation of Planning Committee

Appointment of Planning Committee: (COMPLETE)

- Governing Bodies, by Resolution, appoint three (3) members each to form an RFA Planning Committee.
- Members include three City Council elected officials from the involved Municipalities.

March 20, April 3, April 17, 2024

Planning Committee Rules: (UNDERWAY)

- Determine frequency of meetings.
- Select a Chair.
- Planning Committee meets and establishes rules of operation, public comment guidelines, use of alternates, use of facilitator, use of technical review committee,
- Commence preliminary financial review.
- Discuss the use of subcommittees.
- Establish a time frame for the final report.
- Establish a time frame for Council adoption of the final report.
- Scope for two contracts for 1) facilitation of RFA committee and 2) public engagement

May 1, May 15, May 29, June 5, June 19, 2024

Phase 3: Vision and Framework Development

Vision and Services Identification: (PENDING)

- Planning Committee identifies and confirms the vision of the RFA and the services it will provide.
- The composition of the governing body of the RFA i.e. mix of City Council members, citizens, elected or appointed at large, voting or non-voting.
- The number of members on the new governing body and length of time each member will serve on the new governing board.
- The funding mechanism to be utilized by the RFA i.e. ad valorem taxes, benefit charges, excess levy, EMS Levy, GEMT, etc.
- Establish the extent of labor involvement in the planning process.
- Review the collective bargaining agreement (CBA) and align it the new RFA configuration, if necessary.

July 3, July 17, July 31

Governing Body Composition and Funding Mechanism: (PENDING)

- Determine the composition, terms, and rules of the Governing Body of the RFA.
- Length of time each member will serve on the new governing board.
- Evaluate and decide on the funding mechanisms to be utilized by the RFA.

August 7, August 21

Level of Service/Standards of Cover: (PENDING)

- Define the level of service and standards of cover to be utilized by the RFA.
- Determine the makeup and structure of the Administrative Team.

September 4, September 18, October 2, 2024

Phase 4: Labor and Methodology

Labor Involvement: (PENDING)

- Review the collective bargaining agreement (CBA) and align it the new RFA configuration, if necessary.

Drafting of RFA Plan: (PENDING)

- Planning Committee finalizes the RFA Plan and adopts it by majority vote.

November 4 (Camas), November 11, Washougal

Approval by Governing Bodies: **(PENDING)**

- RFA Plan is sent to individual Governing Bodies for approval.

November 2024

Phase 5: Adoption, Ballot Preparation, and Approval

Ballot Language Development: **(PENDING)**

- Planning Committee develops ballot language for the RFA and presents it to Governing Bodies.

Approval of Ballot Language: **(PENDING)**

- Individual Governing Bodies approve the ballot language.
- Each Governing Body places the ballot on the same ballot within their jurisdictions.

February, 2025

Phase 6: Public Vote and Post-Election Actions

Filing Deadline for April Vote **?February 21? 2025**

- Prepare and submit ballot title.

Public Vote: **?April 22,? 2025 (PENDING)**

- An RFA Plan may include a funding mechanism for ad valorem property taxes up to \$1.50 per \$1000 of A/V and be put to a Public vote. If ad valorem property taxes are included, a simple majority of the combined total (50% + 1) is required. For excess levy or benefit charge, a 60% super majority is required.

Post-Election Actions: **(PENDING)**

- If the RFA Plan passes, it goes into effect on the following January 1st or July 1st.
- If the RFA Plan fails, It may return to the Planning Committee for further action.

Possible Actions Post-Failure: **(PENDING)**

- Planning Committee may retool the plan for resubmission, conduct additional public outreach, or decide against the RFA.
- The RFA Plan can be voted on three (3) times before the Planning Committee has to formally be dissolved.

RFA Operation Commencement: (PENDING)

- If approved, the RFA begins operation on January 1st or July 1st following the election.
- If the RFA vote takes place after August 1st of a given year, then the RFA cannot legally collect ad valorem taxes or a benefit charge until the year following the formation of the RFA. If the election is held prior to August 1st, then the RFA can collect taxes and/or the benefit charge the upcoming year.
- In situations wherein taxes or the benefit charge cannot be collected, the RFA should contract back with the original participating cities to have them collect funds and distribute them to the RFA via a contractual agreement for the first year of the RFA. Thereafter, the RFA will collect revenues on its own.

Phase 7: First Year Management

January 2026 to December 2026

Possible Actions First Year: (PENDING)

- The first year of operation presents unique challenges to the funding. Taxes will be distributed to the RFA in April and October.
- Operation reserves will not exist.
-