



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



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

To observe the meeting (no public comment ability)

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

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/87202457255> (public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

MEETING TOPICS

1. [September 4, 2024 Regional Fire Authority \(RFA\) Planning Committee Special Meeting Minutes](#)
[Presenter: Bonnie Carter, Chair](#)
[Time Estimate: 5 minutes](#)
2. Organization Subcommittee Report and Recommendation
[Presenter: Cliff Free, Fire Chief](#)
[Time Estimate: 10 Minutes](#)
3. Finance Subcommittee Report and Recommendation
[Presenter: Bonnie Carter, Chair, City of Camas City Council and Molly Coston, City of Washougal City Council](#)
[Time Estimate: 10 minutes](#)
4. [Governance Subcommittee Report and Recommendation](#)
[Presenter: Michelle Wagner, Chair, Washougal City Council and Richard Curtis, Project Advisor, ESCI](#)
[Time Estimate: 20 Minutes](#)
5. [Review of Timeline Relative to Outcomes](#)
[Presenter: Richard Curtis, Project Advisor, ESCI](#)
[Time Estimate: 10 Minutes](#)

COMMENTS OR ADDITIONAL ITEMS

PUBLIC COMMENTS

CLOSE OF MEETING



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



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

CALL TO ORDER

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

ROLL CALL

Present: Council Members Coston, Burke, Wagner, Nohr (Nohr joined at 4:10 p.m.)

Remote: Council Member Russell (Joined at 4:40 p.m.)

Staff: Carrie Davis, Shaun Ford, Cathy Huber Nickerson, Doug Quinn, Ron Schumacher
Matt Thorup

Press No one from the press was present.

MEETING TOPICS

1. August 21, 2024 Regional Fire Authority (RFA) Planning Meeting Minutes Approval

It was moved by Coston and seconded to approve the August 21, 2024 Regional Fire Authority (RFA) Planning Committee meeting minutes as presented.

2. Organization Subcommittee Report
Presenter: Richard Curtis, Senior Project Manager, ESCI

Curtis provided an update on behalf of Chief Free.

3. Finance Subcommittee Report
Presenter: Molly Coston, Washougal City Council

Coston provided an update on the committee's progress.

4. Governance Subcommittee Recommendation
Presenter: Michelle Wagner, Chair, Washougal City Council

Wagner provided an update on the committee's progress. Discussion ensued. Curtis will revise the governance model language, and the subcommittee will meet on September 18, 2024, to finalize asset transfer details.

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

This agenda item was skipped and will move to a future meeting.

5. Review of Updated Timeline Relative to Outcomes
Presenter: Richard Curtis

Curtis commented on the project timeline.

COMMENTS OR ADDITIONAL ITEMS TO DISCUSS

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

PUBLIC COMMENTS

No one from the public wished to comment.

CLOSE OF MEETING

The meeting closed at 5:20 p.m.

Section 7: Governance

*Governance Sub-Approved Date: **September 4, 2024 (REWORK)***

Governance Sub-Approved Date: September 18, 2024

RFAPC-Approved Date: _____

Reference

The authority to provide governance for the Camas/Washougal Regional Fire Authority (RFA) is provided by RCW 52.26.080 and RCW 52.26.090.

Activity/Operation

As provided by RCW 52.26.080, the Camas/Washougal RFA Governing Board shall come into existence and authority on September 1, 2025, upon approval of the registered voters residing within the jurisdictional boundaries established in this RFA Plan.

As provided by RCW 52.26.080, the **initial** governing Board for this RFA shall consist of six voting members: three (3) current members of the City of Camas city council who have been appointed by the appropriate City official(s) and three (3) current members of the City of Washougal city council who have been appointed by the appropriate City official(s).

RCW 52.26.080 provides the authority for Commissioner districts:

- Subsection (4)(a) states that 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.
- Subsection (3)(b) states that 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.
- Subsection (4)(b) states that: (1) 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 (2) only voters of a commissioner district may vote at a primary to nominate candidates for a commissioner position in that commissioner district, provided, however, that all voters of the proposed regional fire authority shall be eligible to vote in the general election for each of the commissioner districts.

RCW 29A.76.010 establishes criteria for the development of RFA Commissioner Districts that will be applied in this Plan as follows:

- (4)(a) Each district shall be nearly equal in population as every other such district comprising the regional fire authority.
- (4)(b) Each district shall be as compact as possible.
- (4)(c) Each district shall consist of a geographically contiguous area.
- (4)(d) Population data may not be used for purposes of favoring or disfavoring any racial group or political party.
- (4)(e) To the extent feasible and if not inconsistent with the basic enabling legislation for the regional fire authority, the district boundaries shall coincide with existing recognized natural

boundaries and shall, to the extent possible, preserve existing communities of related and mutual interest.

On or after January 1, 2028, the Governing Board of the RFA shall be composed of the following:

Five commissioner districts of approximately equal population will be established, effective on January 1, 2028, within the RFA jurisdictional boundaries in accordance with RCW 52.26.080 and RCW 29A.76.010. Three districts will be within the City of Camas, and two districts will be within the City of Washougal. The City of Camas' districts will utilize their established ward areas as district boundaries. The City of Washougal will be divided into two districts with approximately equal population of the city. Refer to Appendix A, which is illustrative of district boundaries.

If a commissioner is appointed by a city, and while serving in the capacity of a commissioner for the regional fire authority, that commissioner shall act on behalf of the citizens of the entire RFA service boundary.

During the primary and general elections of 2027, elections will be held in each of the five districts; or each city shall retain the right to appoint members from their respective city councils to serve as commissioners.

To maintain staggered terms for the governance board, as required by RCW 52.26.080 (3)(b), one commissioner of Camas and Washougal, respectively, shall each serve a six-year term; one commissioner of Camas and Washougal, respectively, shall serve a four-year term; one commissioner of Camas shall serve a two-year term, provided that the determination of the term lengths for Camas and Washougal districts shall be done by lot.

After the expiration of the terms above, each district commissioner should serve six-year terms, except in circumstances that a City appoint their commissioners, then such appointees shall serve two-year terms. If the cities continue to appoint commissioners after the initial appointment, effective January 1, 2028, every effort shall be made to preserve staggered terms of office.

Should a City decide not to appoint one or more of their commissioners, then the City would lose its ability to appoint that position in the future.

The RFA Governance Board shall have all the power and authority granted governing boards under Washington State Law, including but not limited to all of the chapters and sections of Title 52 of the Revised Code of Washington. It shall include the power and authority to make any decisions appropriate for the RFA and issues related to RCW 52.26.

Upon ratification of the RFA Plan by the registered voters, the RFA Governance Board shall adopt governance bylaws, policies, rules, and regulations for conducting the business of the RFA upon formation after the effective date of September 1, 2025, in accordance with RCW 52.26.080.

Members of the RFA Governing Board may 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, except for circumstances under RCW 52.14.010 (5).

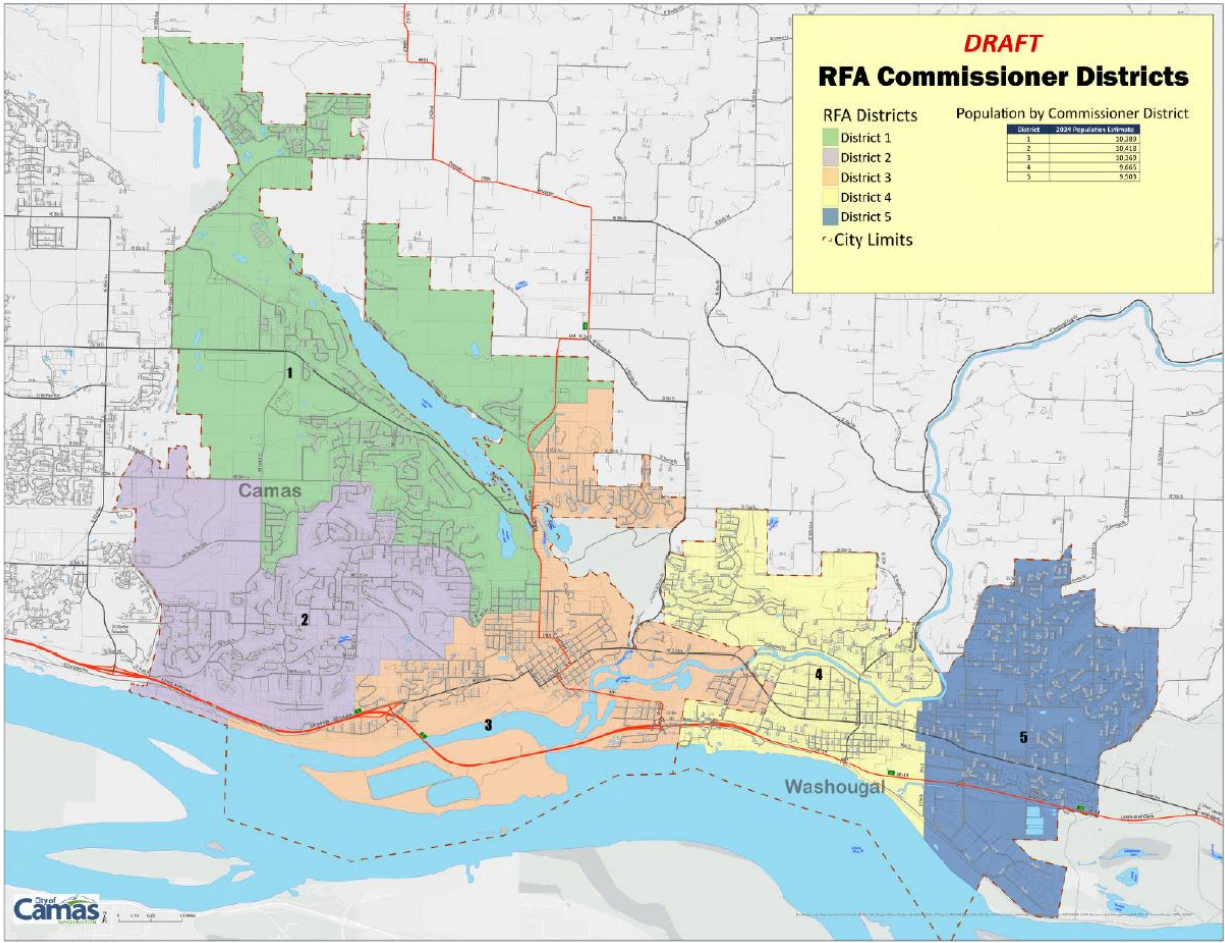
Subject to state law, after the effective date, ballot measures may be placed on the ballot by the members of the Governance Board of the RFA by a Simple majority vote of the Governance Board. The Board shall adopt a resolution requesting such an election in advance of the Clark County election filing deadlines.

RFA PLAN Revision Disposition

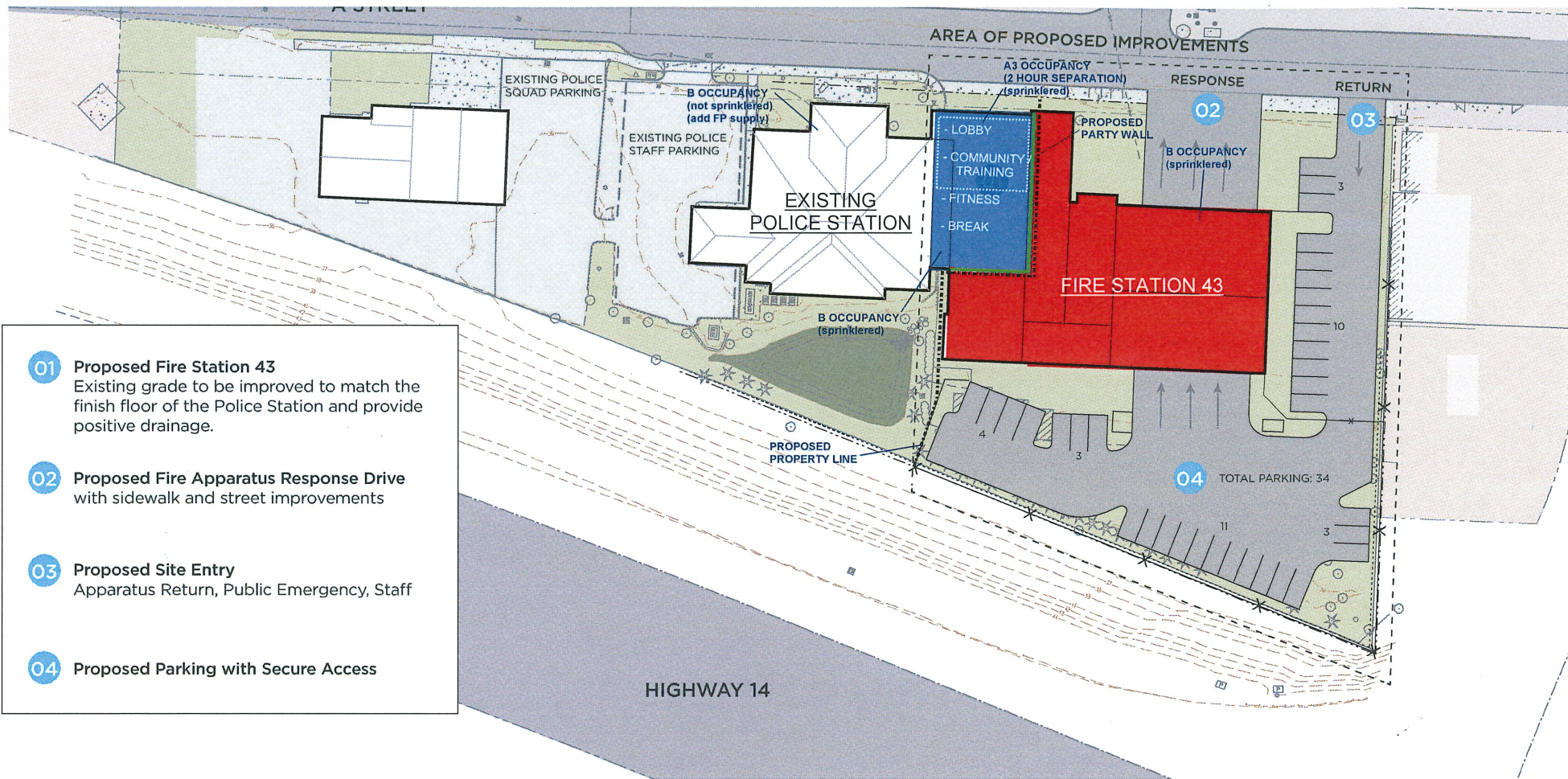
The **GOVERNANCE** portion of the RFA Plan may be revised by a super majority vote, defined as follows: Requires five (5) of six (6) members of a six member governing board, or requires four (4) of Five (5) members of a five member governing board.

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APPENDIX A: RFA Commissioner District Map



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

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