

AGENDA
CITY OF STEVENSON COUNCIL AND SKAMANIA COUNTY FIRE DISTRICT 2 JOINT MEETING
October 05, 2023
6:00 PM, Stevenson City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjvA/>

A copy of the Fire Department Strategic Plan can be found online at <https://www.ci.stevenson.wa.us/emergency/page/documents-reports-resources> .

1. CALL TO ORDER: Mayor to call the meeting to order.

2. COUNCIL BUSINESS:

- a) Update on Safety Corrections for Fire Hall (Task 1A4)** - Fire Chief Rob Farris will provide an update on what has been completed and what is in progress. The task discussed mitigating immediate safety issues: clear the floor of debris and obstacles, install vehicle charging cords from the ceiling, install Gear Hangar grids, reposition apparatus to ensure safe clearances, purchase passport accountability and name tags consistent across all apparatus and department, inventory and secure safety equipment and supplies.
- b) Discuss Department Mission, Vision, and Values (Task 4E1)** - The Plan suggests formally adopting a Mission, Vision, and set of Organizational Values. This can be done at the department level and the question is whether the District and City want to adopt them as well. A copy of the section from the Plan is attached for further discussion.
- c) Discuss Fire Department Organizational Structure (Task 4B1)** - A staff memo is attached to aid in the discussion regarding the organizational structure of the department.
- d) Discuss Interlocal Agreement Changes (Task 4A2)** - A copy of a staff memo and the current Interlocal Agreement from 1989 is attached for discussion.
- e) Discuss Fire Chief Approval Ordinance (Task 4A3)** - The Fire Department Strategic Plan suggested to "revise current policy to further engage the City in selecting the City Fire Chief." A copy of the existing ordinance with proposed language changes is attached. Depending on the outcome of previous discussion items, additional changes may be needed.
- f) Set Next Meeting Date**

3. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Monday, October 9th, 6pm, Planning Commission Meeting
- Thursday, October 19th, 6pm, City Council Meeting
 - First 2024 Budget Public Hearing
- Thursday, October 26th, 6pm Special City Council Workshop on Fireworks

DEVELOPMENT OF MISSION | VISION | VALUES STATEMENTS

Mission

The organization's mission statement should clearly define the primary purpose of the organization's existence. It focuses the Stevenson Fire Department member on what is profoundly important to the organization and community. All members should understand The mission statement and be posted prominently throughout the organization's facilities. Each member should commit the mission to memory.

MISSION:
What are we for?

VISION:
For what do we
want to be known?

Vision

An organization's vision will clearly define and establish what the department wants to become. It becomes a target and guiding beacon as the strategic plan and goals are completed. After completing all the tasks, the adopted vision should be a reality and accurately portray the Stevenson Fire Department's intent.

Values

A department's core values are a collection of the most important beliefs and ingrained principles that guide the department's actions. Establishing core values aims to connect the member, clarify the department's mission, and define their brand for the community they serve.

VALUES:
What values are
important?



ESCI worked with SFD members and community stakeholders to identify the keywords and phrases that resonated with developing the mission, vision, and values. ESCI formulated the following statements and finalized and affirmed them by the and leadership. The following are offered as a draft for modification and formal adoption.

Our Mission:

We proudly serve and protect life, property, and the environment in the City of Stevenson and surrounding communities by providing reliable emergency response, community outreach, and proactive fire prevention with professionalism and expertise.

Our Vision:

We are a trusted and respected organization marked by professionalism and safe, reliable, and responsive service for our citizens. We are future focused on continuous improvement and innovation in a safe environment, adapting to the changing needs of our community with effective, enthusiastic, and empowered members.

Our Values:

We recognize each individual as a vital member of our fire department family. Through a commitment to pursuing excellence, we hold ourselves and each other to the highest standards as we embrace a key set of organizational values.

Professionalism – Committed to personal development and the highest standards.

Teamwork – Valuing that collectively we can excel beyond any one person’s capabilities.

Integrity – Honoring the trust the public places in us through honest, ethical conduct.

Accountability – To the community, each other, and ourselves.

Diversity – Respecting our individual differences that make our organization great.

Health & Safety – People are our greatest asset, and their health and safety are a priority.

Volunteerism – We respect and celebrate the contributions of each of our members.

Dedication – Committed to making a difference in the community through our service.

Excellence – Focused on improving and better serving the community and each other.

Work/Life Balance – Priorities: Family, Work, and Fire Department





City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council and Fire District 2 Commissioners
From: Leana Kinley, City Administrator
RE: Organizational Structure
Meeting Date: October 5, 2023

Executive Summary:

The City of Stevenson and Fire District 2 have been working together cooperatively for many years. Task 4B1 of the Fire Department Strategic Plan suggests developing a new organizational structure to improve leadership and management of the fire department. The information below will bring up agency structure options, staff structure options, and more options may arise from the discussion.

A copy of the Plan can be found online at
<https://www.ci.stevenson.wa.us/emergency/page/documents-reports-resources> .

Overview of Items:

Two Fire Chiefs-One for each region:

In the current Interlocal Agreement, the document outlines two Fire Chiefs, one for the City and one for the District. The City Fire Chief is responsible for the supervision and direction of the Volunteers, records and reporting to the District. If this is to continue, it would be beneficial to have very clear expectations of what the job description is for each Chief to avoid overlap and confusion.

Hire Administrative Staff or Fire Chief:

There is an overall recommendation in the plan to hire staff to catch up with the policies, procedures, and practices outlined. There has also been discussion around hiring a Fire Chief. A full-time Fire Chief with salary and benefits would cost about \$130k in the first year if we could find a qualified person to fill the position. The City Council has discussed and decided it is not in the budget for this year. There may be additional options to combine a position or reduce the hours to make it more attainable.

City Performs Administrative Duties for Fire District 2:

The current agreement only has the city keeping records of calls and related information. Fire District 2 is responsible for all other record keeping, management, and documentation as required for a special district in Washington State.

City Annexes into Fire District 2:

In this scenario the City gets out of the fire department service through agreement of both the City and the District and by ballot measure presented to registered voters in both the City and District. The property taxes for Fire District 2 would then apply to City residents. In 2023 the rate is .63073660 per \$1,000 of assessed value. This would bring in an additional \$222k to the District and reduce City

expenses by about \$70k. While the City taxes will not need to be reduced (which is required if the city were to create a fire district equal to the city boundaries), the total levy limit of 3.60 per \$1,000 includes any fire districts. This is not an issue for the City as the 2023 combined levy rate would be 2.18206200, well below the 3.60 limit.

Establish a Regional Fire Authority (RFA) to include at a minimum City and Fire District 2:

From MRSC: "A regional fire protection service authority (RFPSA) is a special purpose district created by the vote of the people residing in the proposed district ([chapter 52.26 RCW](#)). Its boundaries are coextensive with two or more fire protection jurisdictions (fire district, city, town, port district, municipal airport, regional fire protection service authority, or Indian tribe) located within "reasonable proximity." It is a municipal corporation, an independent taxing authority within the meaning of [Article 7](#), Section 1 of the state constitution, and a taxing district within the meaning of [Article 7](#), Section 2 of the state constitution.

Regional fire protection service authorities were authorized in 2004. The legislature noted that the ability to respond to emergency situations by many of Washington state's fire protection jurisdictions had not kept up with the state's needs, particularly in urban regions and that efficiencies could be gained by regional fire protection service delivery."

This process starts with creating a Regional Fire Protection Service Authority planning committee to draft a plan. The RFA in this case would have all the powers of a fire protection district (RCW 52), including the ability to annex other agencies and levy taxes. The final decision on the creation of the RFA is put to the voters (approving the plan created by the committee). If the plan includes the authority of the RFA to levy taxes, then over 60% of registered voters need to approve the RFA. The financing of the RFA would be outlined in the approved RFA plan and include these details. There is the ability for a Fire District within an RFA to dissolve, although there is a question as to how that area would be represented.

More information can be found on the MRSC website at <https://mrsc.org/explore-topics/governance/forms-of-government-and-organization/special-purpose-districts-in-washington/regional-fire-protection-service-authorities>

Action Needed:

Consensus on additional information or a proposed path forward to be brought before both agencies for additional review and discussion.

AGREEMENT

AGREEMENT made and entered into this 18th day of May, 1989 by and between **SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 2** of Skamania County, State of Washington, (hereinafter referred to as "the District"), and the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, (hereinafter referred to as "the City"),

W I T N E S S E T H:

WHEREAS, the District was created, and by virtue of the laws of the State of Washington is organized, for the purpose of protection of property against loss by fire within its boundaries outside of incorporated city limits, and

WHEREAS, the City operates a fire department for the provision of fire prevention and suppression services and for the protection of life and property within the City, and

WHEREAS, by cooperation, joint and mutual aid and assistance and by sharing certain equipment, personnel and facilities the parties hereto may render more effective service to the residents of the City and District,

NOW, THEREFORE, in contemplation of a program of mutual aid and assistance, it is hereby agreed between the parties as follows:

I.

GENERAL AND FISCAL DUTIES OF DISTRICT

A. "District Equipment".

1. The District shall furnish to the City, and shall maintain and place in the City, a fire truck, pumpers, hoses, and other fire fighting materials, supplies and equipment as may be consistent with and allowed by the terms and provisions of this Agreement (hereinafter generally referred to as "District Equipment").

2. All of said District Equipment, at all times during the life of this contract, shall constitute property of the District.

B. The District, from time to time, at its expense, and as experience proves necessary, shall purchase and provide such other and further materials, supplies and equipment as may be needed or advisable in fulfilling its duties hereunder and to residents of the District and City.

C. The District shall pay the cost of all gasoline, oil, lubricants, maintenance and repairs necessary to proper and efficient functioning of all District Equipment.

D. The District shall be responsible for insuring said District Equipment and shall maintain fire insurance on the existing fire station now jointly occupied by the parties hereto (hereinafter "the Fire Station").

E. The District shall pay one-half of the cost of heating, lighting, repairing and maintaining the Fire Station.

F. The District shall reimburse the City for one-half of the annual contributions made to the Volunteer Firemen Relief and Compensation Fund pursuant to Chapter 121 of the Laws of 1935 and amendments thereto.

G. The District shall pay to the City sums as compensation for City Fire Department members answering fire calls outside the limits of the City at such rates as shall be agreed upon by the City Council and Fire District from time to time.

H. The District shall also compensate the City for one-half of the cost of all fire drills.

II.

GENERAL AND FISCAL DUTIES OF CITY

A. "City Equipment".

1. The City agrees to furnish, maintain and place fire fighting equipment in the City.

2. All of said equipment at all times during the life of this contract shall be the sole and separate property of the City.

B. The City shall pay the cost of all gasoline, oil, lubricants, insurance and repairs for, of and to City Equipment.

C. The City shall provide water and sewer services to the Fire Station and shall provide water as needed from its fire hydrant system.

D. The City shall organize and maintain a volunteer fire department of not less than 18 nor more than 35 men, who shall be under the supervision and direction of a competent City Fire Chief. Said department shall be responsible for answering rural calls and

shall respond to rural fires with City Equipment whenever so called on a twenty-four hour per day, seven days per week basis, throughout the year.

E. The City shall be prepared to answer any emergency call from within or without the corporate limits of the City.

F. The City Fire Chief shall keep a record of all calls, of the length of time City Equipment or personnel are engaged outside City limits, of the names and number of members answering a call and of such other information as may be required by the District Fire Marshal to fulfill the District's obligations under Article I, § G hereof.

III.

SERVICE AREAS AND RESPONSIBILITIES;

MUTUAL AID AND ASSISTANCE

A. District-to-City.

★ 1. When District Equipment is not otherwise in service, the City shall have the right to use that equipment in answering any local fire call, if additional equipment is required by the City.

a) When in local operation, District Equipment shall be in the full charge and under the direction of the City Fire Chief.

★ b) Outside of the corporate limits of the City, City equipment and the members of the City Fire Department shall be under the supervision and direction of the District Fire Marshal who shall be a resident of the District and appointed by the Commissioners of the District.

2. The District Fire ^{Chief} ^{MAD-C} ^{B.M.} shall send any available equipment and men to a distress area within the City in case of a major fire, when two or more simultaneous calls must be responded to or when otherwise needed.

B. City-to-District.

1. The City Fire Department shall be subject to call by the District Fire Marshal to any other part or portion of the District in case of a major fire, several simultaneous calls for apparatus or when District Equipment otherwise is already engaged.

B.M. chief
MAD-C

2. District Equipment shall not be taken beyond the limits of the District except by permission of the District Fire Marshal or one of the District Commissioners or as outlined in the Mutual Aid Agreement with Skamania County Fire Protection District Nos. 1, 2 and 5, and the Cities of Cascade Locks, North Bonneville and Stevenson.

IV.

TERM OF AGREEMENT AND CANCELLATION

A. This contract shall remain in full force and effect for five (5) years from the date hereof unless cancelled in the manner set out immediately below.

B. This Agreement may be cancelled by either party upon giving written notice to the other party of its intent to so cancel, with a copy to the Washington Surveying and Rating Bureau, Fire Insurance Division, not less than ninety (90) days prior to the proposed cancellation date.

C. This Agreement shall be renewed automatically for an identical term unless written notice of intent not to renew is given by either party to the other, and to the Washington Surveying and Rating Bureau, Fire Insurance Division, Alaska Building, PO Box 1818, Seattle, Washington, not less than ninety (90) days prior to the expiration date hereof.

V.

NOTICE

No notice herein provided for shall be effective unless served in the manner provided by law for service of legal process upon the parties hereto or by registered mail to the other party at its mailing address.

VI.

This Agreement may be amended or qualified in specific instances by addenda hereto, executed by the appropriate authorized representative(s) of each and both of the parties. No such addendum shall supercede the general rules set out in this Agreement except in the sole and exclusive instance governed by the addendum and only to the extent expressly set out therein.

IN WITNESS WHEREOF, the parties hereto, through their duly elected, appointed and/or authorized officials, have affirmed their hands and seals this 27 day of July, 1989.

SKAMANIA COUNTY FIRE PROTECTION
DISTRICT NO. 2

By Raymond Mockenmaier
Chairman of Board of Commissioners

ATTEST:

Beverly Mackinnon
Secretary, Skamania County
Fire Protection District
No. 2

CITY OF STEVENSON

By Wallace Fuller
Mayor

ATTEST:

MaDuncaD-cola
City Clerk

^{ATTEST}
APPROVED BY:

JK Toblin 10-30-89
Washington Surveying and
Rating Bureau, Fire
Insurance Division



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
 FAX (509) 427-8202

7121 E Loop Road, PO Box 371
 Stevenson, Washington 98648

To: City Council and Fire District 2 Commissioners
 From: Leana Kinley, City Administrator
 RE: Interlocal Agreement Changes
 Meeting Date: October 5, 2023

Executive Summary:

The City of Stevenson and Fire District 2 have been working together cooperatively for many years and the relationship was formalized in 1989 with an Interlocal Agreement. Task 4A2 of the Fire Department Strategic Plan suggests the Interlocal Agreement between the agencies be reviewed and updated. It also suggests establishing a Joint Operating Board to unify the governance structure for the Fire Chief and operational coordination.

A copy of the Plan can be found online at <https://www.ci.stevenson.wa.us/emergency/page/documents-reports-resources>.

Overview of Items:

From the initial agreement, the goal of working together cooperatively was to “...render more effective service to the residents of the City and District,” which has not changed over 34 years later.

Agency assets remain with each agency and are their responsibility to repair, maintain, and fuel as needed. The Fire Station is a joint asset split between the Fire District and City.

Cost Splits:

City	Fire District
• 50% Fire Station Heating & Lighting	• 50% Fire Station Heating & Lighting
• 50% Fire Station Repairs & Maintenance	• 50% Fire Station Repairs & Maintenance
• 50% BVFF Costs	• 50% BVFF Costs
• 100% City Calls	• 100% Fire District Calls
• 50% Drill Pay	• 50% Drill Pay
• Fire Station Water and Sewer	• Fire Station Insurance
• Hydrant Water	•

Responsibility Splits:

City	Fire District
• Organize and maintain volunteer department between 18-35 men who shall be under the supervision and direction of a competent City Fire Chief.	
• Shall respond to rural calls	

<ul style="list-style-type: none"> • Shall respond to calls within or without city limits. 	
<ul style="list-style-type: none"> • City Fire Chief shall keep record of all calls, ...including information as required by the District Fire Marshal to fulfill the District's obligations. 	

There is language that implies there is a District Fire Marshal or District Fire Chief (language changed in some areas, but not all), "...who shall be a resident of the District and appointed by the Commissioners of the District." This is in addition to the City Fire Chief, who is responsible for the supervision and direction of the Volunteers, records and reporting to the District. Does the agreement discuss selection of a Fire Chief with collaboration between both the City and District? Does it remain there be two Fire Chiefs with clearly defined roles and responsibilities?

In reviewing the Fire Call and Assessed Valuation data for both the District and City, the average split over the past 5 years for both is about 70% City and 30% District. This would be a more equitable distribution of the department costs than the existing 50/50 split.

	Avg		2018	2019	2020	2021	2022	2023
Calls		City	58	45	42	22	45	41
		FD2	36	28	13	10	19	15
	69%	City	62%	62%	76%	69%	70%	73%
	31%	FD2	38%	38%	24%	31%	30%	27%
AV		City	214,756,455	226,002,086	244,668,288	268,252,761	296,213,114	353,292,275
		FD2	88,382,779	92,435,845	100,468,117	116,216,226	127,533,919	140,414,174
	71%	City	71%	71%	71%	70%	70%	72%
	29%	FD2	29%	29%	29%	30%	30%	28%

After discussion on the organizational structure of the department, are there other items within the contract that need to be added or changed? Comments on creating a Joint Operating Board as suggested in the Strategic Plan?

Does the Agreement need to address collaboration on a new fire hall (Task 5A3)? Is this a separate agreement that is discussed after the process regarding organizational structure is determined?

Action Needed:

Consensus on contractual changes to be brought before both agencies for additional review, discussion and approval.

Chapter 2.24 VOLUNTEER FIRE DEPARTMENT

2.24.010 Establishment and responsibilities of the fire department.

The city hereby creates a fire department consisting wholly of volunteer firefighters known as the volunteer fire department of the city of Stevenson. The department is authorized by law to protect life or property within its boundaries and to perform fire suppression activities and fire protection services such as performing community fire drills, inspecting structures for fire hazards, and providing community education/fire training services. The fire department shall have full control over all firefighting equipment/apparatus owned by the city and shall have full control over the fighting of fires within city limits. The fire department shall adopt and promulgate such by-laws, rules of operation or regulations as it may deem necessary to protect the safety and welfare of its members.

2.24.020 City support.

On behalf of the fire department the city through its legislative body may contract and be contracted with to purchase, lease, receive, or otherwise acquire real and personal property or enter in to interlocal agreements with other entities. From time to time the city may provide clerical and administrative support to help the fire department carry out its duties. And the city shall adopt by separate resolution as allowed by the Fair Labor Standards Act (FLSA) and the Washington State Minimum Wage Act (553.101—553.106) payment to the volunteer firefighter for expenses, reasonable benefits, a nominal fee, or any combination thereof based on a per call or training participation.

2.24.030 Membership.

The fire department shall consist of no less than fifteen firefighters (RCW 41.24.050). A member is considered a firefighter only if that member has the legal authority and responsibility to direct or perform fire protection activities that are required for, and directly concerned with preventing, controlling, and extinguishing fires. Appointment to and discharge from the department shall be governed and controlled by such rules, by-laws or regulations as may be adopted by the department from time to time to protect the safety and welfare of the members. ~~The city council may by resolution approved by a two-thirds vote of the full legislative body authorize any of its council members to serve as volunteer fire fighters and receive the same compensation, insurance, and other benefits as are applicable to other volunteer firefighters, employed by the code city.~~

2.24.040 Fire chief.

- A. Appointment. ~~The fire chief shall be elected by the fire department members as governed by the rules and by-laws of the department. The department shall notify the council every January who will be serving as fire chief. The Mayor of the city, with the approval of the council, shall appoint a fire chief of the fire department.~~
- B. Duties.
1. The fire chief shall be the fire department's primary contact to the council and will be responsible to the council for the conduct and general operation of the department. The fire chief shall ensure that suitable drills and training are made available to the members and shall ensure that the members are trained in the handling of the fire equipment to protect the safety of life and property.
 2. The fire chief shall maintain the department's rules and by-laws for the conduct of the department and shall see that complete records are maintained of all fires, equipment inspections, personnel, and other information as required by law.
 3. The fire chief shall submit a preliminary departmental budget to the city no later than the last day of September prior to the new budget year.

4. The fire chief or his designee shall review development plans and building permits for fire protection requirements as requested by the city.

2.24.050 Emergency police powers.

The fire chief shall also have ordinance enforcement authority as provided by city ordinance, or as delegated by the mayor.

2.24.060 State laws relating to the volunteer firemen's pension and relief fund.

The Stevenson city council hereby elects to participate in the volunteer firemen's pension and relief fund. RCW 41.24.010 et seq., as amended, in its entirety, is adopted by reference and shall have full force and effect.

2.24.070 Volunteer firefighters board of trustees.

The city shall create and establish a Stevenson volunteer firefighters board of trustees. That board shall consist of the mayor, city clerk/comptroller, one council member, the fire chief, and one member of the fire department to be elected by the members of the fire department for a term of one year. The Board shall complete the duties as set forth in RCW 41.24.080 with respect to the fire department's responsibilities to the volunteer firefighters' and reserve officers' relief fund.