

OLYMPIA TUMWATER REGIONAL FIRE AUTHORITY PLANNING COMMITTEE
MINUTES OF VIRTUAL MEETING
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CONVENE: 5:30 p.m.

PRESENT: Chair/City of Tumwater Councilmember Leatta Dahlhoff, Vice Chair/Olympia Councilmember Yén Huỳnh, Tumwater Councilmember Michael Althaus, Olympia Councilmember Lisa Parshley, Olympia Councilmember Jim Cooper, Tumwater Councilmember Eileen Swarthout, Olympia Fire Union Representative Firefighters Steven Busz, Tumwater Fire Union Representative Firefighter James Osberg, Tumwater Fire Chief Brian Hurley, and Olympia Fire Chief Mark John.

Staff: Tumwater City Administrator John Doan and Olympia City Manager Jay Burney.

Others: Susan Grisham, City of Olympia; Consultant Karen Meyer, The Athena Group; and Financial Analyst Bill Cushman.

WELCOME AND INTRODUCTIONS: Chair Dahlhoff welcomed everyone to the meeting. Members provided self-introduction and shared information about their favorite toy during their childhood.

WHERE ARE WE NOW? Karen Meyer, The Athena Group, facilitated the committee's discussions serving as the committee's point of contact with the consultant team, The Athena Group.

Members shared their respective response to the questions of "What are you excited about in terms of regionalizing a fire authority?" and "What concerns do you have, if any?"

REVIEW OF CONSOLIDATION AGREEMENT – IAFF: Tumwater Fire Union Representative Firefighter James Osberg reviewed the factors and concerns considered during the development process of the draft Consolidation Agreement – IAFF. He described transitioning of different roles and responsibilities for fire positions under a fire regionalization model. The agreement includes four union locals and covers continued employment, rank and certifications, accumulated benefits, job assignments, reduction in force, status of promotions and promotional lists, and mutual goals to achieve. The IAFF merger draft document speaks to specifics of the business operation of the union locals.

Firefighters Osberg and Busz addressed questions and explained how the flexibility of the document enables removal of other union locals electing not to participate in the RFA.

FINANCIAL ANALYSIS: Financial Analyst Bill Cushman described the components of financial modeling and shared his experience and background preparing RFA financial models for other communities and fire districts. The financial model provides a common basis for addressing financial, organizational,

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and strategic planning. Components of the financial model include:

- Assessed Value Growth – 10-year History/7-year Forecast
- Property Taxes and Levy Rates
- Operating Revenues
- Operating Programs
- Reserve Accounts
- Employee Database
- Strategic Outlook

The committee agreed to form a comparable subcommittee to develop a salary schedule as it would likely serve as the fundamental driver for the cost calculation. Members volunteering to serve included Firefighters Busz and Osberg and City Manager Burney.

Fire Chiefs Hurley and John agreed to meet prior to the next meeting to discuss formation of subcommittee on capital assets. City Administrator Doan offered to provide information on equipment inventory. Mr. Cushman said he would forward a template for identifying fire equipment and apparatus.

**NEXT STEPS &
COMMITTEE
INVOLVEMENT:**

**RESCHEDULING
FEBRUARY
COMMITTEE
MEETING:**

The committee agreed to schedule future regular meetings on the fourth Monday of each month. The next meeting is scheduled on February 28, 2022.

Ms. Meyer reviewed the February meeting agenda and recommended scheduling the meeting at 5 p.m.

ADJOURNMENT:

With there being no further business, Chair Dahlhoff adjourned the meeting at 7:31p.m.