

Regional Fire Authority Planning Committee



OLYMPIA TUMWATER REGIONAL FIRE AUTHORITY PLANNING COMMITTEE MEETING AGENDA

Online via Zoom and In Person at
Tumwater Fire Department
Headquarters, Training Room, 311 Israel
Rd. SW, Tumwater, WA 98501

Monday, October 10, 2022
5:30 PM

1. Welcome
 - [a.](#) Agenda
2. Schedule Review
- [3.](#) FBC Follow up
- [4.](#) Review: Draft RFA Plan
5. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/83567586987?pwd=TDg5MnIjYU94Zlc0bjZDYWhPb0dHZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 835 6758 6987 and Passcode 177489.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.



REGIONAL FIRE AUTHORITY PLANNING COMMITTEE

Oct. 10, 2022

5:30 - 7:30 pm

AGENDA

1. **Welcome** and Review of Agenda - Chair Dahlhoff
2. Schedule review
3. FBC Follow-up – Karen R., Bill, Neil
4. Review: Draft RFA Plan - Karen R., Mark Barber
5. **Possible action:** Preliminary recommendation of Draft RFA Plan - Karen R., Mark Barber
 - Next meeting: Oct. 17 – Action to forward plan to City Councils
6. **Adjourn**

Talking points

A Regional Fire Authority Planning Committee started meeting in 2021.

The Committee has met 16 times. To date, the Committee has:

- **Adopted a charter, work plan and proposed project timeline**
- **Set up a [website hosted by Tumwater](#) (directly linked from Olympia's website) that has all committee agendas and materials.**
- **Approved a statement of values & principles to guide our work.**
- **Completed 3 check- ins with the Councils and 4 with the community.**
- **Developed a governance recommendation.**
- **Developed a finance plan outlining 7 years of projected RFA expenditures and the needed revenue sources.**

Olympia Tumwater RFA Planning Committee

Fire Benefit Charge Factor Options

October 10, 2022

Tonight's presentation

1. Review Option 3 B.
2. Seek RFA Planning Committee recommendation on FBC.

Option 3 B – Same as Option 3 A but with slightly lower weight for residential tier1 and commercial tier 1, and revised Cost Per Gallon.

\$10.5 M in FBC collections.

3. Note: Options 3 A and 3 B are not "apples to apples" because of revised Cost Per Gallon information.

FBC Formula

Fire Benefit Charge = **Fire Flow** x **Cost Per Gallon Factor** x **Bldg. Weight Factor** x Hazard Reduction Factors x Hazard Increase Factors x Exemption/Discount Factors

- **Fire Flow** = Square Root (Total Square Feet) x 18
- **Cost Per Gallon Factor** = Total FBC ÷ Fire Flow x .01
- **Building Weight Factor** = weight for building type/size

<p>Hazard Reduction Factors</p> <ul style="list-style-type: none"> • Sprinklers • Smoke Detectors • Automatic Alarms 	<p>Hazard Increase Factors</p> <ul style="list-style-type: none"> • Flammable Materials • Multiple Stories • Response Density 	<p>Exemption/Discount Factors</p> <ul style="list-style-type: none"> • Religious facilities • Low income housing • Low-income seniors and disabled
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The formula we are using does not have any **hazard increase factors**. All **exemptions/discounts** allowed by state law will apply.

Formula options

Option 1	FBC is distributed proportionately to the square footage of each building class, <i>e.g.</i> , 66% of total square footage is single-family residential so single-family residential pays about that same % of FBC. Includes sprinkler data for apartments and commercial. (This option has been shared previously).
Option 1-A	Option 1 with <i>residential sprinkler data added</i> . Revenue lost to the sprinkler discounts shifted to residential properties resulting in a slight increase in the Residential Building Class Weight, increasing to .582 from the original .58.
Option 2	Residential Sector share reduced by 6%; Commercial share increased by 6%.
Option 3	Divide residential into 3 classes, weights increasing with square footage. Breakpoints at 2000 and 3000 sq. ft. Residential and Commercial shares same as Option 2 (+/- 6% over Option 1-A)
Option 3 A	Same as option 3, but use lower target FBC collection amount , eliminate fee for mobile homes.
Option 3 B	Same as option 3 A but with slightly lower weight for residential tier 1 and commercial tier 1.
Option 4	Major reduction for Small Residential (1500 sq. ft. max) and Small Commercial (1000 sq. ft. max). Total Residential share lowered by 8% and Commercial share increased by 8% as compared to Option 1-A

Options Summary: Classifications, weights

	Option 1 (Original)	Option 1-A	Option 2	Option 3	Option 3 A	Option 3 B	Option 4
	Bldg Weights approx. proportional to Square footage.	Add Sprinkler Data; Minor increase in Residential Weights	Larger decrease in Residential Bldg Weights; Larger increase in Commercial Weights	Differentiate Residential Weights, retain 6% shift from residential to Commercial	Same as Option 3, lower FBC target, zero charge for mobile homes	Same as option 3 A but with slightly lower weight for residential tier 1 and commercial tier 1.	Major reduction in Small Residential and Small Commercial Weights
MH	0.450	0.450	0.450	0.450	0.0	0.0	0.450
Res 1	0.580	0.582	0.5466	0.510	0.38	.45	0.300
Res 2	0.580	0.582	0.5466	0.550	0.43	.55	0.500
Res 3	0.580	0.582	0.5466	0.590	0.48	.64	0.650
APT	1.450	1.450	1.450	1.450	1.0	1.5	1.450
Com 1	1.000	1.000	1.000	1.000	0.7	.8	0.500
Com 2	1.500	1.500	1.700	1.700	1.2	1.5	1.200
Com 3	2.000	2.000	2.500	2.500	2	2.7	2.500
Com 4	3.000	3.000	3.500	3.500	3	4.1	3.500
Com 5	4.000	4.000	4.500	4.500	4	5.5	4.500
Com 6	5.000	5.000	5.500	5.500	5	6.5	5.500

Sample FBCs					Square Footage Allocation
Sample	Structure Sq Ft	Option 1 A	Option 3 B 3a but with slightly lower weight for residential tier1 and commercial tier 1.	Option 3 B Cost per Sq Ft.	Equally allocate \$10.5M FBC by square foot (\$0.1336 per square foot)
Residential					
R3	1500	\$338	\$202	\$0.13	200
R4	2000	\$391	\$233	\$0.12	267
R6	2500	\$437	\$318	\$0.13	334
R8	3255	\$499	\$423	\$0.13	435
R10	4466	\$584	\$496	\$0.11	597
R11	6220	\$689	\$585	\$0.09	831
Apartments					
A3	2,724	\$1022	\$817	\$0.30	364
A4	5,100	\$1554	\$1,242	\$0.24	682
A5	10,250	\$1983	\$1,585	\$0.15	1,370
A6	21,120	\$3163	\$2,528	\$0.12	2,823
A7	103,401	\$6298	\$5,035	\$0.05	13,819

Sample FBCs					Square Footage Allocation
Sample	Structure Sq Ft	Option 1 A	Option 3 B 3a but with slightly lower weight for residential tier1 and commercial tier 1.	Option 3 B Cost per Sq Ft.	Equally allocate \$10.5M FBC by square foot (\$0.1336 per square foot)
Mobile Homes					
M1	576	\$41	\$0.0	\$0.0	77
M2	600	83	\$0.0	\$0.0	80
M3	432	141	\$0.0	\$0.0	58
M4	440	142	\$0.0	\$0.0	59
M5	952	208	\$0.0	\$0.0	127
M6	1572	268	\$0.0	\$0.0	210
Sample Commercial 1- (400-5,000SqFt)					
C1.1	450	\$318	\$196	\$0.44	60
C1.2	1500	581	\$359	\$0.24	200
C1.3	2140	694	\$429	\$0.20	286
C1.4	3000	822	\$508	\$0.17	401

Sample FBCs					Square Footage Allocation
Sample	Structure Sq Ft	Option 1 A	Option 3 B 3a but with slightly lower weight for residential tier1 and commercial tier 1.	Option 3 B Cost per Sq Ft.	Equally allocate \$10.5M FBC by square foot (\$0.1336 per square foot)
Sample Commercial 2 (5,001-20,000SqFt)					
C2.1	5000	\$1061	\$656	\$0.13	668
C2.2	9000	1993	\$1,540	\$0.17	1,203
C2.3	15000	2481	\$1,917	\$0.13	2,005
C2.4	19540	2832	\$2,188	\$0.11	2,611
Sample Commercial 3 (20,001-50,000SqFt)					
C3.1	20035	\$3824	\$3,989	\$0.20	2,678
C3.2	36000	5126	\$5,347	\$0.15	4,811
C3.3	44200	5680	\$5,925	\$0.13	5,907
C3.4	49056	5983	\$6,292	\$0.13	6,556

Sample FBCs					Square Footage Allocation
Sample	Structure Sq Ft	Option 1 A	Option 3 B 3a but with slightly lower weight for residential tier1 and commercial tier 1.	Option 3 B Cost per Sq Ft.	Equally allocate \$10.5M FBC by square foot (\$0.1336 per square foot)
Sample Commercial 4 (50,001-100,000SqFt)					
C4.1	50333	\$9091	\$9,602	\$0.19	6,727
C4.2	65834	10397	\$10,981	\$0.17	8,798
C4.3	77369	11,271	\$11,905	\$0.15	10,340
C4.4	90804	12,211	\$12,897	\$0.14	12,135
Sample Commercial 5 (100,001-200,000SqFt)					
C5.1	100778	\$17,152	\$18,227	\$0.18	13,468
C5.2	121671	18,846	\$20,027	\$0.16	16,261
C5.3	130094	19,488	\$20,709	\$0.16	17,386
C5.4	147156	20,726	\$22,025	\$0.15	19,667
Sample Commercial 6 (200,001+SqFt)					
C6.1	214476	\$31,278	\$31,424	\$0.15	28,663
C6.2	247656	33,610	\$33,768	\$0.14	33,098

Under the square footage allocation, a 500,000 square foot warehouse would pay **\$66,822**

Discussion & Direction

Olympia Tumwater Fire Authority (RFA) Plan
DRAFT DATED October 7, 2022
Redlined to show changes to the draft dated 9.29.22

Notes on Draft RFA Plan (Version 9.2429.22)

This document is a DRAFT. Notes on what is still being work on follow (most of these are highlighted in the body of the plan):

Policy issues:

1. ~~The RFA will need a name. That is not yet in the draft.~~
2. ~~The governance model text may change depending on the Committee recommendation about term length, staggering.~~
3. Exhibit B is the FBC formula, assuming Option 3A. This could change depending on the Committee's recommendation. (Exhibit will be revised to reflect final choice of committee)
 - a. ~~Confirm mixed use are charged as commercial~~
4. ~~Identify interim Fire Chief and interim Deputy Chiefs for Ops and Support Services.~~
5. Confirm approach to start-up of administration (see attached matrix below), including cost basis for sharing start up staff/consultant salaries, responsibilities for recruitments.

Technical/Legal issues:

- ~~6. Need to confirm list of existing interlocal agreements that will be assigned to the RFA. The lists are so long that we will just include a generic reference.~~
- ~~7.6. Tumwater equipment reserves allocable to fire apparatus.~~
- ~~8.7. Retirement date for Tumwater apparatus debt. (done)~~
- ~~9.8. Will a civil service board be needed? (Left as optional to be decided later)~~
- ~~10.9. Mention of CARES units in plan. (Mentioned in Section 8A1)~~
- ~~10. Map of boundaries and org chart need to be inserted (Included in packet as separate documents)~~
- ~~11. Olympia ERF and any other reserve balances to be transferred by Olympia?~~
- ~~11.12. Any reserve balances in addition to Equipment fund to be transferred from Tumwater?~~

Operational Issues:

- ~~12.13. Handling of City IT equipment needs to be confirmed. (Included)~~
- ~~13.14. The plan is for the Will RFA plan to hire an IT consultant to help set up systems, supply support, and if so, is an IT director needed in the organizational chart? Remove IT director & support staff from Org Chart; no reduction in budget anticipated.~~
- ~~14.15. How to address transport/CARES unit service in Tumwater (process still underway (Included)).~~

Administrative Functions Proposed for RFA on Effective Date
(draft 9.2429.22)

The RFA Plan should identify the general plan and approach to standing up the administrative structure of the RFA. The information below reflects the staff team’s current thinking. This approach is reflected in the 9.2429.22 RFA Plan DRAFT.

FUNCTION	ON EFFECTIVE DATE
HUMAN RESOURCES	RFA staff (subject to board approval) <i>Olympia will hire <u>interim</u> HR director in advance of Effective Date; Cities will share salary cost</i>
FINANCE	RFA <i>Olympia will hire <u>interim</u> Finance director in advance of Effective Date; Cities will share salary cost</i>
HEALTH INSURANCE	RFA will assume the insurance plans in place for both unions, ensure coverage for nonunion staff.
RISK MANAGEMENT, L&I	RFA will assume these responsibilities, under oversight of Chief, HR, Finance staff
PAYROLL	RFA staff or contract with third party provider.
ACCOUNTING	RFA staff or contract with third party provider
LEGAL	RFA will contract for service
IT	<i>Olympia will recruit IT firm in advance to set up email, computer/phone/etc. & equipment systems. Cost of systems to be repaid to Cities by RFA. Cities to share consultant costs prior to Effective Date.</i> <u><i>TBD how existing City IT equipment/licenses in fire stations will be retained by RFA at no cost. Other systems/licensing issues TBD. will be handled (transferred/sold/retained)</i></u>
FLEET-FIRE APPARATUS MAINTENANCE	RFA will assume this responsibility, taking over from Olympia
FACILITIES MAINTENANCE	Tumwater & Olympia, by contract with RFA –each city assuming responsibility for the facilities within their jurisdictional boundaries
COMMUNICATIONS	<i>Tumwater will hire a communications staff person advance of Effective Date; Cities will share salary cost.</i>
CIVIL SERVICE BOARD	(TBD if this is needed)
LEOFF 1 BOARD	<u><i>Each city will continue to serve their LEOFF retirees through their current LEOFF Boards Olympia will provide this service with its current LEOFF board_</i></u> through 2025, and thereafter the RFA & City will decide what to do.

Staff hired as interim in advance of Effective Date are subject to confirmation by RFA board on Effective Date.

Admin staffing on Effective Date:

- Interim Fire Chief
- Interim Deputy Fire Chief for Support Services
- Interim Deputy Fire Chief for Operations
- Admin assistant to Chief
- Interim Finance Director
- Interim HR Director
- **IT consultant firm**
- Interim Communications manager
- **Payroll firm**
- **Accounting firm**

OLYMPIA TUMWATER FIRE AUTHORITY (RFA) PLAN
DRAFT DATED October 7, 2022

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ACKNOWLEDGEMENTS

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the Cities of Olympia and Tumwater, in partnership through several years, agreed to explore the different governance and funding options available to provide regional fire protection and emergency medical services to the communities we serve.

Planning Committee

City of Olympia

- Councilmember Jim Cooper
- Councilmember Lisa Parshley
- Councilmember Yên Huỳnh, Vice-Chair

Ex Officio Non-Voting Members:

- Olympia Interim Fire Chief Todd Carson
- IAFF Local 468 Steven Busz

City of Tumwater

- Councilmember Eileen Swarthout
- Councilmember Leatta Dahlhoff, Chair
- Councilmember Michael Althaus

Ex Officio Non-Voting Members:

- Tumwater Fire Chief Brian Hurley
- IAFF Local 2409 James Osberg

Staff Workgroup

City of Olympia

- Jay Burney, City Manager
- Aaron BeMiller, Finance Director
- Kellie Braseth, Strategic Communications Director
- Linnaea Jablonski, Human Resources Director
- Mark Barber, City Attorney

City of Tumwater

- John Doan, City Administrator
- Troy Niemeyer, Finance Director
- Ann Cook, Communications Manager
- James Trujillo, Administrative Services Director

SECTION 1	BACKGROUND & NEEDS STATEMENTS
<i>Revision</i>	The BACKGROUND & NEEDS STATEMENTS section of the RFA Plan is subject to amendment by a majority vote of the RFA Govern <u>ingance</u> Board.
<i>Adopted</i>	
<i>Revised</i>	

A. Background and Needs:

1. The ability to respond to emergency situations by fire protection and emergency services jurisdictions has not kept up or progressed with the needs and special service demands of the cities of Olympia and Tumwater. Anticipated increases in population, building density and building sizes and heights will exacerbate this problem.
2. In August 2019 a study by Emergency Services Consulting International examined the condition of six fire and emergency medical service providers in the central Thurston County area and considered opportunities for regionalization, ultimately recommending that a Regional Fire Authority be considered by several of the studied organizations, including Olympia and Tumwater.
3. Specific challenges faced by the Olympia and Tumwater fire and emergency medical providers include response times for fire suppression, EMS response and ambulance service increasing to unacceptable levels; rising costs exceeding available revenue; inefficiencies associated with staffing, facilities, equipment, and deployments; increased demands for specialized responses for mental health and chronic conditions; and growing competition for resources within each City’s general fund.
4. Providing the highest quality fire protection and emergency services system requires a collaborative partnership and shared responsibility among local and regional governments, the private sector, and the community.
5. Delivery of core emergency services and timely development of significant service improvements can best be achieved through stable funding options for regional fire protection and emergency services. A well-funded and collaborative approach to fire and emergency medical services is best suited to address the increasing volume and complexity of responses.
6. The Cities of Olympia and Tumwater have had a cooperative partnership for years, striving to provide the highest level of fire and emergency services to our communities within the confines of available resources through a long-standing mutual/auto aid agreement and provision of shared training and apparatus maintenance.
7. To address the needs and challenges outlined above, the Cities of Olympia and Tumwater will be asking their citizens to consider combining all functions and services provided by the City of Olympia Fire Department and City of Tumwater Fire Department, called Olympia Tumwater Fire Authority[NAME].

8. The Planning Committee established this Plan using an approach to equitably share costs and contribute assets to form the [\[NAME\]Olympia Tumwater Regional](#) Fire Authority as provided per Chapter RCW 52.26.

RFA SECTION 1 PLAN REVISION:

The **NEEDS STATEMENT** section of the **(RFA) Plan** is subject to amendment by a majority vote of the RFA Governing Board.

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

A. DEFINITIONS

1. The definitions in this section apply throughout this **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. "**Olympia**" means the City of Olympia.
 - 1.3. "**Tumwater**" means the City of Tumwater.
 - 1.4. "**Effective Date**" means October 1, 2023.
 - 1.5. "**EMS Levy**" is the Thurston County voter-approved property tax levy to fund Emergency Medical Services per RCW 84.52.069.
 - 1.6. "**Fire Benefit Charge**" is a service charge determined by the required fire-flow, personnel and equipment costs associated with fighting a fire in a particular type and size of structure. The initial calculation method and formula is described in Appendix B of this Plan.
 - 1.7. "**Participating Jurisdictions**" or "**Cities**" means the Cities of Olympia and Tumwater.
 - 1.8. "**RCW**" means Revised Code of Washington.
 - 1.9. "**Regional Fire Protection Service Authority**," "**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 and 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.
 - 1.10. "**Regional Fire Authority Planning Committee**" or "**Planning Committee**" means the committee created under RCW 52.26.030 to create and propose to the Cities of Olympia and Tumwater the Regional Fire Authority Plan.
 - 1.11. "**Regional Fire Authority Plan**," "**RFA Plan**" or "**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 [\[NAME\]Olympia Tumwater Fire Authority \(OTFA\)](#).

1.12. **“Regional Fire Authority” or “RFA”** means the ~~[NAME]~~[Olympia Tumwater Fire Authority \(OTFA\)](#) defined in this plan whose boundaries are coextensive or coterminous with the City of Olympia and City of Tumwater.

RFA SECTION 2 PLAN REVISION DISPOSITION:

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

SECTION 3	FORMATION AUTHORITY
Revision	The FORMATION AUTHORITY section of the RFA Plan is subject to amendment or revision only by submission of a revised RFA Plan to the electorate for approval.
Adopted	
Revised	

A. REGIONAL FIRE PROTECTION SERVICE AUTHORITY

- 1. Chapter 52.26 RCW provides statutory authority for the formation of a Regional Fire Authority by the Cities of Olympia and Tumwater.

B. PLANNING COMMITTEE AUTHORITY

- 1. RCW 52.26.030 and RCW 52.26.040 provide statutory authority to form and operate a Planning Committee.
- 2. The Participating Jurisdictions formed a Planning Committee consisting of three (3) elected officials of each City as voting members, along with Fire Chiefs and Union Representatives from each jurisdiction serving in a non-voting capacity.
- 3. The Planning Committee developed and presented the RFA Plan to the elected officials of each Participating Jurisdiction.

C. RFA PLAN APPROVAL AUTHORITY

- 1. The legislative body of each Participating Jurisdiction reviewed and approved the RFA plan by joint resolution and called for an election to approve the RFA Plan.
- 2. The RFA Plan is being submitted to the voters of the Participating Jurisdictions as a ballot measure that must be approved by not less than sixty (60%) percent of the voters.
- 3. The Planning Committee has authority to take all necessary actions on behalf of the Participating Jurisdictions and perform all necessary duties as required to place the RFA Plan before the voters and to comply with the public hearing requirements contained in RCW 52.26.230.
- 4. Should the RFA Plan be approved by sixty percent (60%) or more of the voters of the Participating Jurisdictions, the [\[NAME\]Olympia Tumwater Fire Authority](#) shall be formed on the Effective Date in accordance with RCW 52.26.070.
- 5. Upon voter approval of the RFA Plan, Olympia and Tumwater shall continue to exist as Washington State Municipal Corporations and shall continue to levy and collect taxes and/or other revenue and pay expenses of the RFA until such time as the RFA collects its own revenues and pays its own expenses, and to provide representation to the newly formed RFA Governingance Board.

6. If the RFA Plan is **not** approved by sixty percent (60%) or more of the voters of the Participating Jurisdictions, then operations relating to the services set forth herein shall remain with the City of Olympia and City of Tumwater.

RFA SECTION 3 PLAN REVISION DISPOSITION:

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

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

A. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION

1. On the Effective Date, the jurisdictional boundaries of the RFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are generally depicted on the map attached hereto and in **Appendix A** of this RFA Plan.
2. On the Effective Date, the RFA shall also be responsible for continuing to provide services to other jurisdictions and organizations per assignment of all interlocal agreements and contracts in place immediately prior to the Effective Date which call for service delivery by the Olympia Fire Department or Tumwater Fire Department. The Cities shall assign the foregoing interlocal agreements to the RFA as of the Effective Date.
3. On the Effective Date, the contracts between Olympia and Tumwater regarding the provision of fire training and fire apparatus and fleet maintenance services shall be terminated.
4. All other professional service agreements in place immediately prior to the Effective Date which call for service delivery to the Olympia Fire Department or Tumwater Fire Department shall be assigned by the Cities to the RFA as of the Effective Date.

B. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF THE RFA

1. Boundary changes that do not require an RFA Plan amendment:
 - 1.1. City annexations of areas not included within the RFA are annexed to the RFA as of the effective date of the annexation. On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the RFA pursuant to RCW 52.26.290. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the RFA. Any transfer of assets or employees that occurs because of annexation shall be between the transferring entity and the RFA.
 - 1.2. RFA Annexations. Pursuant to RCW 52.26.090(1)(g), the RFA shall have the authority to conduct annexations of unincorporated territory adjacent to the RFA pursuant to the statutory authority and procedures set forth in RCW 52.04.001 through RCW 52.04.051.
 - 1.3. RFA Partial Mergers. Pursuant to RCW 52.26.090(g), the RFA 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 RCW 52.06.100.

2. Boundary Changes that require an RFA Plan Amendment.

2.1. Annexations of Adjacent Fire Protection Jurisdictions. Other fire protection jurisdictions that are adjacent to the boundaries of the RFA are eligible for annexation by the RFA. Upon Plan amendment and voter approval as provided in the annexation procedures of RCW 52.26.300, the boundary of the RFA will be expanded to include adjacent fire protection jurisdictions.

RFA SECTION 4 PLAN REVISION DISPOSITION:

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

SECTION 5	GOVERNANCE
<i>Revision</i>	The GOVERNANCE section of the RFA Plan is subject to amendment or revision only by a majority vote of the RFA Govern <u>ingancee</u> Board.
<i>Adopted</i>	
<i>Revised</i>	

A. GOVERNING BOARD STRUCTURE AND OPERATION

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.

- 1. **Governing Board.** Upon the Effective Date through December 31, 2025, the Governing Board shall include six (6) voting members consisting of three (3) seated elected officials from the City of Olympia to be appointed by the City Council of Olympia, and three (3) seated elected officials from the City of Tumwater to be appointed by the Mayor of Tumwater according to City procedure.

Beginning January 1, 2026, the Governing Board shall include seven (7) voting members, including two (2) seated elected officials from the City of Olympia appointed by the Olympia City Council, two (2) seated elected officials from the City of Tumwater appointed by the Mayor of Tumwater, and three (3) commissioners elected at-large by the voters. One (1) of the two (2) appointees from each City shall have a term of four (4) years and the second shall have a term of two (2) years. Two (2) of the at-large commissioners shall have six (6)-year terms of office, and one (1) shall have an initial term of office of four (4) years.

Beginning January 1, 20286, the Governing Board shall include seven (7) voting members including one (1) elected official appointed from each City serving the balance of their four (4) year term which began January 1, 2026, the three (3) commissioners elected at-large by the voters for terms beginning January 1, 2026, and two additional commissioners elected at large by the voters for six (6)-year terms beginning January 1, 20286.

1.1. More specific details for each board position are set forth below.

- a. **Position 1.** This position will be filled by a City of Olympia elected official appointed by the Olympia City Council and will expire on December 31, 2025. Thereafter, this position shall be filled by an elected official from the City of Olympia to be appointed by the Olympia City Council for terms of four (4) years.
- b. **Position 2.** This position will be filled by a City of Tumwater elected official appointed by the Mayor of Tumwater and will expire on December 31, 2025. Thereafter, this position shall be filled by an elected official from the City of Tumwater appointed by the Mayor of Tumwater for terms of four (4) years.
- c. **Position 3.** This position will be filled by a City of Olympia elected official and will expire on December 31, 2025. For the two-year period from

January 1, 2026, through December 31, 2027, this position shall be filled by an elected official from [the City of Olympia](#) appointed by the [Olympia City Council](#). Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.

- d. **Position 4.** This position will be filled by a City of Tumwater elected official and will expire on December 31, 2025. For the two-year period from January 1, 2026, through December 31, 2027, this position shall be filled by an elected official from [the City of Tumwater](#) appointed by the Mayor of Tumwater. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- e. **Position 5.** This position initially will be filled by a City of Olympia elected official and will expire on December 31, 2025. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- f. **Position 6.** This position initially will be filled by a City of Tumwater elected official and will expire on December 31, 2025. Thereafter, this position shall be filled by a registered voter residing anywhere in the boundaries of the RFA.
- g. **Position 7.** This position will not be filled until January 1, 2026, at which time it shall be filled for an initial term of four (4) years by a registered voter residing anywhere within the boundaries of the RFA. ~~for a term of office commencing January 1.~~

- 1.2. Except as provided above, all commissioner terms shall be six (6)-year terms.
- 1.3. If the RFA Plan is later amended to expand the Governing Board, the total number of voting members shall be an odd number no greater than nine (9) in number [and be in accord with RCW 52.26.080.](#)
- 1.4. **Governing Rules.** The RFA Governing Board shall develop and adopt by-laws, governance policies and rules for the RFA Governing Board to conduct business in accordance with RCW 52.26.080.
- 1.5. **Authority.** The RFA 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 RFA and for matters related to Title 52 RCW.
- 1.6. **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 in RCW 52.26.080(3)(a)(i) for commissioners of a fire protection district organized under Title 52 RCW.

RFA SECTION 5 PLAN REVISION DISPOSITION:

The **GOVERNANCE** section of the **Plan** may be amended by a majority vote of the RFA ~~Govern~~[gance](#) Board.

SECTION 6	FUNDING and FINANCE
<i>Revision</i>	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.
<i>Adopted</i>	
<i>Revised</i>	

A. INTERIM RFA FINANCES

- 1. Commencing on the Effective Date, to fund the operation and administration of the RFA the Cities will contribute to the RFA: (i) the funds budgeted for fire department services and reserves in the adopted budget of each City for the remainder of calendar year 2023, (ii) all EMS levy revenues received from Thurston County in 2023 and thereafter, and (iii) revenues from all service contracts described in Section 4.A.2.

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 \$1.00 per thousand of assessed valuation.
- 2. **Fire Benefit Charge.** The RFA shall be authorized to implement a fire benefit charge on all improved properties within the RFA service area, initially based upon the general formula and methodology provided in **Appendix B** in accordance with RCW 52.26.050(1)(a).
- 3. **EMS Levy.** The Plan does not include an EMS levy under RCW 84.52.069, but the Governing Board may, in the future, seek voter approval of an EMS levy consistent with the requirements of RCW 84.52.069 and state law.
- 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 may enter into interlocal agreements with the City of Olympia and the City of Tumwater to collect fire impact and mitigation fees.
- 6. **Permit, Plan Review and Inspection Fees.** The RFA shall enter into an interlocal agreement with the City of Olympia and the City of Tumwater to collect and remit permit, plan review and inspection fees generated within each City, pursuant to Section 8.B.
- 7. **Transport Fees.** The RFA ~~Board~~ will charge and collect transport fees in accordance with policies adopted by the RFA Governing Board.
- 8. **Additional Revenue Options.** The 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.

C. TRANSFER OF ASSETS

1. **City of Olympia Assets.** On the Effective Date, Olympia shall immediately transfer to the RFA the following assets:
 - 1.1 The real property identified in **Appendix D** and any building fixtures, keys, passwords, furniture, and contents thereof. The transfer of each parcel of real property and the improvements thereon to the RFA shall contain a right of first refusal reversionary interest providing that the title to the land and the station improvements will may return to the City of Olympia if the station ever ceases to be continuously used for fire service, with such additional terms and conditions to which the parties may mutually agree. The term "used for fire service" shall mean more than 50% of the facility is used continuously for fire suppression, department support or administration.
 - 1.2 The apparatus/vehicles identified in **Appendix E**.
 - 1.3 The balance in the Olympia Fire Equipment Reserve Fund of \$164,903 on the Effective Date. ~~Estimated balance? Other reserve transfers?~~
 - 1.4 Eight Million Dollars (\$8,000,000) to be repaid to the City of Olympia by the RFA over time under the terms of two separate loan agreements between the City of Olympia and the RFA:
 - a. A loan of Four Million Dollars (\$4,000,000) to be repaid within 5 years and six months after the Effective Date; and
 - b. A loan of Four Million Dollars (\$4,000,000) to be repaid within 5 years and six months after the Effective Date.
 - 1.5 Unless otherwise specified herein, no other City of Olympia funds shall be transferred to the RFA.
 - 1.6 Existing Information Technology equipment currently being operated to support the Olympia Fire Department that is housed in Olympia fire stations or fire vehicles and apparatus will become property of the RFA. The City of Olympia and the RFA will work together to transition electronic files, internet access points, security and other assets necessary to maintain an independent computer system, network, email, and internet access for the RFA. If additional hardware or software is needed, it will be paid for by the RFA. Equipment that supports City-wide technology operations may continue to be utilized for a period of two years after the Effective Date of the RFA unless extended by a future agreement.
 - 1.7 All reports, documents, surveys, books, records, files, papers, or written material used by the City of Olympia to carry out the fire protection and emergency services powers, functions, and duties of the Olympia Fire Department that are owned by or in the possession of the City of Olympia.
 - 1.8 City of Olympia water systems, including fire hydrants and related

appurtenances, shall not be transferred and shall remain [City of](#) Olympia property.

2. **[City of Tumwater Assets](#)**. On the Effective Date, Tumwater shall immediately transfer to the RFA the following assets:
 - 2.1. The real property identified in **Appendix D** and any building fixtures, keys, passwords, furniture, and contents thereof. The transfer of each parcel of real property and the improvements thereon to the RFA shall contain a [right of first refusal reversionary interest](#) providing that the title to the land and the station improvements ~~will~~ [may](#) return to the [City of Tumwater](#)~~transferring city~~ if the station ever ceases to be continuously used for fire service, [with such additional terms and conditions to which the parties may mutually agree](#). The term “used for fire service” shall mean more than 50% of the facility is used continuously for fire suppression, department support or administration.
 - a. On or around the Effective Date, [the City of](#) Tumwater shall complete a parcel subdivision to create a separate parcel of real property for Tumwater [Fire](#) Station T-1, separate from the remainder of the Tumwater City Hall property, and shall provide for the necessary dedications of easements and rights of way to facilitate all appropriate use of the [fire](#) station by the RFA. [The City of](#) Tumwater shall undertake the subdivision and easement process at the City’s own cost.
 - 2.2. The apparatus/vehicles identified in **Appendix E**.
 - 2.3. The amount of [One Hundred Sixty-two Thousand Dollars \(\\$162,000\)](#) equal to the balance of reserves collected for the Tumwater Fire Department non-apparatus vehicles in the [City of Tumwater](#) Equipment Replacement and Repair Fund.
 - 2.4. The amount of [Two Million Dollars \(\\$2,000,000\)](#) which represents the balance of voter-approved lid lift funds collected pursuant to Public Safety Lid Lift (approved by Tumwater voters in 2011) collected for the purchase of two additional fire engines (E3 and E4). The RFA shall ultimately expend such funds for the acquisition of fire apparatus consistent with the levy’s stated purposes.
 - 2.5. Unless otherwise specified herein, no other [City of](#) Tumwater funds shall be transferred to the RFA.
 - 2.6. Existing Information Technology equipment currently being operated to support the Tumwater Fire Department that is housed in fire stations or fire vehicles and apparatus will become property of the RFA. [City of](#) Tumwater and the RFA will work together to transition electronic files, internet access points, security and other assets necessary to maintain an independent computer system, network, email, and internet access for the RFA. If additional hardware or software is needed, it will be paid for by the RFA. Equipment that supports City-wide technology operations may continue to be utilized for a period of two years after the Effective Date of the RFA unless extended by a future agreement.
 - 2.7. All reports, documents, surveys, books, records, files, papers, or written material used by [the City of](#) Tumwater to carry out the fire protection and emergency services powers, functions, and duties of [the](#) Tumwater [Fire Department](#) that are owned by or in the possession of [the City of](#) Tumwater.

- 2.8. City of Tumwater water systems, including fire hydrants and related appurtenances, shall not be transferred and shall remain City of Tumwater property.
3. **Condition of Assets.** All assets transferred by ~~the either~~ Participating Jurisdictions based on the Plan, and any subsequent agreements, shall be transferred on an “as is/where is” condition.
4. **Determination.** Except as otherwise provided in this RFA Plan, whenever any question arises as to the transfer of any 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 Jurisdiction owning such assets shall decide the proper allocation.

D. LIABILITIES

1. On the Effective Date, the RFA shall assume the following liabilities of the City of Olympia:
- 1.1 All employment liabilities associated with the employee transfers provided in Section 7 of this Plan.
- 1.2 Any fire related payment obligations accruing from and after the Effective Date of the City of Olympia arising under the interlocal agreement for public safety dispatch services with TCOMM.
2. On the Effective Date, the RFA shall assume the following liabilities of the City of Tumwater:
- 2.1 All employment liabilities associated with the employee transfers provided in Section 7 of this Plan.
- 2.2 Any fire related payment obligations of the City of Tumwater accruing from and after the Effective Date arising under the interlocal agreement for public safety dispatch services with TCOMM.
3. City of Olympia and City of Tumwater rights and obligations under LEOFF 1 retiree medical shall be retained respectively by each city for its qualified employees, respectively, including any long-term care policies maintained by such city.
4. The following City Debt/Liabilities shall be retained by the City of Olympia:
- 4.1 Olympia Fireman’s Pension Fund created under Chapter 41.18 RCW.
5. The following debt/liability shall be retained by the City of Tumwater:
- 5.1 Debt obligations associated with fire engine #2 (E2) purchased with funds from the 2011 Public Safety Lid lift, which are expected to be retired in December 2027.

RFA SECTION 6 PLAN REVISION DISPOSITION:

The **FUNDING AND FINANCE** section of the **RFA Plan** is subject to amendment or revision by majority vote of the RFA Governing Board except when voter approval is required by statute.

SECTION 7	ORGANIZATIONAL STRUCTURE: PERSONNEL & ADMINISTRATION
<i>Revision</i>	The ORGANIZATIONAL STRUCTURE: PERSONNEL & ADMINISTRATION section of the RFA Plan is subject to amendment by a majority vote of the RFA Govern <u>ingane</u> Board.
<i>Adopted</i>	
<i>Revised</i>	

A. ORGANIZATIONAL STRUCTURE

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

B. PERSONNEL

- 1. **Fire Chief and Deputy Chiefs.** On the Effective Date, Tumwater Fire Chief Brian Hurley shall be the Interim Fire Chief of the RFA until a new, permanent selection is made by the RFA Governing Board. Olympia Interim Fire Chief Todd Brian Todd Carson shall serve as the RFA's Interim Deputy Chief of Operations and Olympia Interim Deputy Chief Mike Buchanan, shall serve as ~~the~~ Interim Deputy Chief for Support Services of the RFA, until new, permanent selections are made for _____. The Fire Chief shall at all times be appointed and serve at the pleasure of the RFA Governingane Board.
- 2. **Personnel.** All personnel of the Olympia and Tumwater Fire Departments in good standing as of the Effective Date shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in **Appendix C**. All said personnel shall be transferred on the Effective Date at their current rank, grade and seniority. The Participating Jurisdictions anticipate the near-term consolidation of unionized employees into a single bargaining unit and single labor agreement with the RFA Governing Board.
- 3. **Agreements.** 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 the Olympia Fire Department and Tumwater Fire Department shall be transferred over to the RFA with all fire department personnel on the Effective Date.

C. ADMINISTRATION

- 1. **Administration.** All current administrative and business functions, agreements, documents, operations, and policies and procedures from the Olympia and Tumwater Fire Departments shall transfer over to the RFA unless otherwise noted in this Plan.
 - 1.1. **Creation of Administrative and Information Technology (IT) Systems.** If the RFA is approved by voters at a special election in April 2023, the Cities

shall work together prior to the Effective Date to secure the services of (1) an ~~interim~~ finance director; and (2) ~~interim~~ human resources director for the RFA, who shall become RFA employees subject to confirmation as of the Effective Date by the RFA Governing Board. In addition, the Cities shall secure consultant services to identify, secure, and establish the IT systems and equipment needed by the RFA. The continued services of the IT consultant will be subject to confirmation by the RFA Governing Board.

- a. Olympia will manage and fund the recruitment of these positions.
- b. The RFA Governing Board may later determine to hire IT staff.
- c. Prior to the Effective Date, these individuals and consultants will work with the Participating Jurisdictions to establish the finance, risk management, human resources, payroll, benefits, information technology, and other administrative systems necessary for the operation of the RFA beginning on the Effective Date. The RFA will reimburse the Cities for the costs of systems and equipment that are established or acquired in support of the RFA's operations.
- d. The Participating Jurisdictions shall share the cost with the City of Olympia bearing two-thirds and the City of Tumwater bearing one-third of the salary/services of these individuals/consultants through the Effective Date, ~~on [insert cost share basis].~~
- e. ~~The RFA will reimburse the Cities for the costs of systems that are established in support of the RFA's operations.~~

2. **RFA Administrative Responsibilities.** On the Effective Date, the following functions of the RFA shall be the responsibility of the RFA. The RFA desires to contract with either Olympia or Tumwater to perform some of the functions as described below by reimbursing the city providing services at an appropriate cost.
 - 2.1. **Recruitment and Hiring, Labor Relations and Negotiations and all administrative functions related to the Family Medical Leave Act (FMLA), the Family Care Act (FCA), and all other state and federal employment and labor laws.** These services will be provided by the RFA as of the Effective Date.
 - 2.2. **Health Insurance.** The RFA will provide its own health insurance plans as of the Effective Date.
 - 2.3. **Risk Management including Labor and Industries time-loss, Liability and Property Insurance.** The RFA will provide these services as of the Effective Date.
 - 2.4. **Payroll Services.** The RFA will provide or contract for these services as of the Effective Date.
 - 2.5. **Legal Services.** The RFA will obtain its own legal counsel as of the Effective Date.

2.6. Accounting Services. The RFA will provide or contract for ~~these accounting~~ services as of the Effective Date.

2.7. Fleet Maintenance. The RFA will provide or contract for fire apparatus and fleet maintenance as of the Effective Date.

2.8. Facilities. The RFA will enter into an interlocal agreement with the City of Olympia to provide facility maintenance services to the RFA facilities located in Olympia through 2025 at a rate negotiated between the two parties. The RFA will enter into an interlocal agreement with the City of Tumwater to provide facility maintenance services to the RFA facilities located in Tumwater through 2025 at a rate negotiated between the two parties. The parties may negotiate a contract for long-term provision of such services. Any agreement should address janitorial, scheduled and emergency equipment service, emergency building repairs, scheduled repairs, and use of outside contractors.

2.9. Information Technology (IT). The RFA will contract for these services as of the Effective Date. ~~Existing City~~ Participating Jurisdictions' IT equipment used to support Fire Department operations that is housed in fire stations or fire apparatus and vehicles will become property of the RFA. Shared servers and other equipment common to the RFA and ~~City~~ the Participating Jurisdictions will be returned to the owner City as soon as practicable. The RFA will enter into agreements with the City of Olympia and the City of Tumwater as necessary to address any shared systems in use as of the Effective Date. The RFA will acquire staff or consultant resources to assist with the separation of the systems and facilitating the RFA IT systems to stand alone (domain names, email addresses, back-ups, security, and software systems) with the target that the RFA system operates independently within two years following ~~formation~~ the Effective Date. The Cities may agree to provide surplus equipment to the RFA at no cost. The Cities will work with the RFA to facilitate an orderly transition from the Cities to the RFA's IT system.

2.10. Communications. Prior to the Effective Date, the City of Tumwater will manage and fund the recruitment of a communications professional. That person will be hired by the City of Tumwater until the Effective Date and their employment with the RFA shall be subject to confirmation by the RFA Governing Board. The Participating Jurisdictions shall share the cost of paying this individual with the City of Olympia paying two-thirds and the City of Tumwater paying one-third of the costs through the Effective Date. ~~on [insert cost share basis].~~

3. City Retained Administrative Service Responsibilities. The Cities of Olympia and Tumwater shall continue to provide the following services:

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

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

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

5. **Seamless Transition.** Unless otherwise noted in the RFA Plan, the transfer of authority and the administration and management of the RFA shall be seamless and shall initially model the current administrative and management components of the City of Olympia and the City of Tumwater within the boundaries of each ~~Cities~~City.

The **ORGANIZATIONAL STRUCTURE: PERSONNEL & ADMINISTRATION** section of the RFA Plan is subject to amendment by a majority vote of the RFA Governingance Board.

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

A. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

- 1. All current operational and service delivery aspects of the Olympia and Tumwater Fire Departments, including Basic Life Support (BLS) ambulance transports, Advanced Life Support (ALS) transports, and FD fire department CARES programs, shall be transferred to the RFA on the Effective Date. Current staffing models, deployment standards, field operations, command staffing, and operational policies and procedures of the Olympia and Tumwater Fire Departments shall be transferred to the RFA and continued at the current level of service on the Effective Date.
- 2. Upon the Effective Date, the RFA will initially adopt Olympia’s Standards of Coverage Document for the Olympia jurisdictional boundary area and Tumwater’s Standards of Coverage Document for the Tumwater jurisdictional boundary area. As such, services, levels of service, standards of coverage, development standards and customer expectations of each Participating Jurisdiction on the Effective Date shall remain unaffected.
 - 2.1. All current automatic aid and mutual aid agreements, all interlocal agreements and contractual services agreements, documents, or memorandums currently in place with the Olympia Fire Department and the Tumwater Fire Department shall be transferred and assigned to the RFA on the Effective Date to provide continuous, seamless readiness and emergency services coverage. Notwithstanding the foregoing, the Olympia and Tumwater interlocal agreements with TCOMM shall be modified to provide that the RFA will assume the fire related rights and obligations under these agreements and that the RFA shall be entitled to the each City’s fire-related equity interests under both these agreements.

B. FIRE PREVENTION, FIRE MARSHAL, FIRE INSPECTION and FIRE INVESTIGATION SERVICES

- 1. **Existing Service Providers:**
 - 1.1. **Fire Prevention.** The Cities through their fire departments, currently provide Fire Prevention services within their respective corporate boundaries.
 - 1.2. **Fire Marshal, Fire Inspection and Fire Investigation Services.** The Cities through their fire departments also currently provide Fire Marshal, Annual Fire Inspection, and Fire Investigation Services. Olympia’s Fire Department also provides New Construction Permit Review and Inspection within Olympia’s corporate boundaries; in Tumwater, New Construction Permit services are provided by the Tumwater Community Development Department. These services are collectively referred to as “Fire Marshal Services” pursuant to

RCW 19.27.050 and RCW 19.27.110-111 Review and Inspection.

2. Fire Marshal Service Providers on Effective Date:

2.1. On the Effective Date, Fire Marshal Services within the boundaries of the RFA shall be provided as follows:

- a. Within the City of Olympia: The RFA will provide all Fire Marshal and related Services to Olympia pursuant to an interlocal agreement which compensates the RFA for agreed upon services. The City of Olympia will designate the RFA Chief as its Fire Chief and the RFA Fire Marshal as its Fire Marshal. The RFA shall conduct fire investigation within the City of Olympia and Olympia shall cooperate with the RFA in such investigations and provide police support and prosecute criminal acts when appropriate.
- b. Within the City of Tumwater: The RFA will provide all Fire Marshal Services except those related to new construction to Tumwater pursuant to an interlocal agreement which compensates the RFA for agreed upon services. The City of Tumwater will designate the RFA Chief as its Fire Chief and the RFA Fire Marshal as its Fire Marshal. The RFA shall conduct fire investigation within the City of Tumwater and Tumwater shall cooperate with the RFA in such investigations and provide police support and prosecute criminal acts when appropriate. New construction permitting and inspection shall be retained by the City of Tumwater Community Development Department. The parties may negotiate a future agreement to transfer these services to the RFA. Until such time as they transfer, the fees collected by the City of Tumwater for such services shall remain with the City of Tumwater. The parties shall work cooperatively to ensure communication and coordination related to new construction, investigations, inspections, and community safety.
- c. The RFA may provide Fire Marshal and inspection services to another local municipal jurisdiction through an interlocal agreement.

C. EMERGENCY MANAGEMENT SERVICES

1. Existing Service Providers:

- 1.1. The City of Olympia, through the Olympia Fire Department, currently provides Emergency Management Services within the boundaries of the City of Olympia.
- 1.2. The City of Tumwater, through the Tumwater Fire Department, currently provides Emergency Management Services within the boundaries of the City of Tumwater.

2. Emergency Management Services on Effective Date:

- 2.1. On the Effective Date, Emergency Management Services within the boundaries of the RFA shall be provided as follows:
 - a. Within the City of Olympia: Olympia shall provide Emergency Management Services within ~~the~~ Olympia's boundaries and shall retain emergency

management authority in accordance with Washington State Law within its jurisdiction.

- b. Within the City of Tumwater: Tumwater shall provide Emergency Management Services within ~~the Tumwater's~~ boundaries and shall retain emergency management authority in accordance with Washington State Law within its jurisdiction.
- c. The ~~two jurisdictions~~ Participating Jurisdictions intend to form a collaborative approach to emergency management and share the costs of a shared staff person to provide technical expertise related to emergency management, training, funding, and organizational and community preparedness and education.

D. AMBULANCE SERVICES.

~~1. Current Service Providers:~~

1. ~~Within The City of Olympia: Olympia~~ provides Basic Life Support (BLS) Ambulance Services. These services shall transfer to the RFA as of the Effective Date and may be supplemented by private ambulance services.

~~1.1 Within Tumwater: TBD.~~

2. Ambulance Services on the Effective Date:

~~2.1. Within Olympia:~~ The RFA shall provide/continue Basic Life Support (BLS) Ambulance Services and Advanced Life Support (ALS) Ambulance Services as of the Effective Date.

~~2.2. Within Tumwater: TBD~~ The RFA shall have the authority to establish and provide/expand an ambulance service if the RFA Governing Board determines private ambulance service is inadequate, subject to any applicable statutory requirements ~~in RCW 52.26.040(3)(b).~~

E. PUBLIC EDUCATION AND COMMUNITY RISK REDUCTION SERVICES

1. **Current Service Providers:** The Fire Departments of Olympia and Tumwater currently provide public education and community risk reduction services.
2. On the Effective Date ~~of the creation of the RFA~~, the RFA shall provide Public Education and Community Risk Reduction Services throughout the jurisdiction of the RFA and its service area.

F. SEAMLESS TRANSITION

1. Unless otherwise noted in the RFA Plan or the related interlocal agreement referenced in the Plan required to establish the RFA, the transfer of authority to the RFA shall be seamless.

RFA SECTION 8 PLAN REVISION DISPOSITION:

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

**Appendix A
Jurisdiction
Boundary Map**

**Exhibit B
Fire Benefit Charge
Formula for 2024**

This Exhibit subject to change based on Committee Recommendations. It is drafted based on Option 3A.

The Fire Benefit Charge (FBC) funding method is a voter-approved, two-part funding system authorized by State Law in 1987 that balances general purpose taxes with a user fee charge. Under this system, the Regional Fire Authority is funded by:

- a. A property tax of up to \$1.00 per \$1,000 assessed value of property to support day to day operations and capital needs of the fire department.
- b. A Fire Benefit Charge (FBC) of up to 60% of the operating budget of the RFA.
- c. Other fee and grant revenue.

The basis for the Fire Benefit Charge (FBC) assessments used or favored by most fire jurisdictions that have approved an FBC is “fire flow.” The principle is that the basic unit of public fire service is delivery of water to a fire. Fire flow increases with fire load, a determination that accounts primarily for building construction type, use-type and size (total area).

The FBC is only imposed on improvements to real property and must be reasonably apportioned based on the services afforded to these properties. The primary factors of the formula are the amount of required “fire flow” or water needed to extinguish a fire, and the type and size of structure being assessed. As structure size or fire loading within a structure increases, the need for required fire flow and RFA resources (firefighters, equipment) also increases. The following formula is adopted for calculating the BC for the RFA. The formula is based on the Insurance Services Office (ISO) calculation of required fire flow

$\text{FBC} = \text{Fire Flow} \times \text{Building Category Factor (CF)} \times \text{Cost per Gallon Factor (CPG)} \times \text{Balancing Factor} \times \text{Sprinkler Discount} \times \text{Exemption Factors}$
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Fire Flow = ($\sqrt{\text{Total Square Feet} \times 18}$)

Fire Flow is calculated as the square root of the total gross square feet of the buildings/structures located on the property.

- A FBC will not be applied to parcels with a total improvement square footage of less than 400 sq. ft.
- The square footage for decks and porches is not included in the improvement square footage while carports and garages are included in the calculations.

This is an Insurance Services Office (ISO) formula for determining fire flow (Ref: *National Fire Protection Association Handbook, 18th Ed., Ch 6, Water Flow Requirements for Fire Protection*). We have used a construction type factor of “1” due to the variety of construction types in the Regional Fire Authority and the inability to determine the construction type for every structure from existing database information. Therefore, since the construction type is equal to “1”, this factor is not displayed within the FBC formula.

Building Category Factor (CF)

Categories are “Use Type” groups. Use Type information is obtained from Thurston County’s database. The **Category Factor** is based upon building use and size. Each **Category Factor** is a weighted value and is determined by evaluating the relative “benefit” provided to the category of structures. The benefit to each category of structures is proportional to the total square feet of improvements in the Regional Fire Authority. The building categories and associated factors for 2024 are listed below.

- **Residential:** includes residential buildings (and condominiums when unit ownership information is available from the Thurston County Assessor’s database) with up to four units.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Residential 1	0.38	≤2,000 sq. ft
Residential 2	0.43	2,001-3,000 sq. ft.
Residential 3	0.48	≥3,001 sq. ft.

- **Mobile Home:** Each mobile home unit whether it is located on a single land parcel or in a mobile home park.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Mobile Home	0	any square footage

- **Apartments:** Other attached residential building structures (five residential units and more)

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Apartments	1.0	any square footage

The same formula is applied to this category, but first the total square feet of the complex is divided by the number of units to produce an average unit square footage. That figure is then inserted into the formula resulting in an average BC for each unit. This average is then multiplied by the number of units to get the total BC to be collected from the parcel owner.

- **Commercial:** All other uses, including but not limited to storage facilities, warehouses, offices and commercial businesses. Mixed use buildings (commercial plus other uses, for example, residential) are classified as Commercial.

<u>Category</u>	<u>Weight</u>	<u>Square Footage</u>
Commercial 1	0.7	≤5,000 sq. ft.
Commercial 2	1.2	5,001-20,000 sq. ft.
Commercial 3	2.0	20,001-50,000 sq. ft.
Commercial 4	3.0	50,001-100,000 sq. ft.
Commercial 5	4.0	100,001-200,000 sq. ft.
Commercial 6	5.0	≥ 200,001 sq. ft.

Cost Per Gallon Factor (CPG) = (Total FBC ÷ Total Fire Flow)

This factor describes the relative cost of providing the required fire flow per gallon during a fire incident.

The Cost per Gallon Factor (CPG) is determined by dividing the total (**Total FBC**) by the **Total Fire**

Flow ($\sqrt{\text{Total Square Feet} \times 18}$) of the Regional Fire Authority.

Balancing Factor (BF)

The RCW 52.18.010 requires the Regional Fire Authority to specify the specific revenue amount to be collected via the BC program. The Balancing Factor (BF) is used to “fine-tune” the final calculations to all parcels to equitable and to help make the total benefit charge amount assessed be as specified by the Board of Commissioners. The first year BF is .01.

Sprinkler Discount

The FBC is adjusted based on available data that confirms the hazard with the structures on the property is reduced. The 2024 BC formula includes a discount for sprinkler systems. All residential, commercial and multi-family parcels with a full coverage fire sprinkler system will receive a ten percent (10%) FBC discount. Partial coverage systems will receive the discount on the parcels sprinklered square footage.

Discounts and Exemption Factors

All discounts and exemptions from the FBC provided by state law will apply. A property exempt from benefit charges by law will not pay the FBC.

- **Exemptions.** By way of example and without limitation, RCW 52.26.180 identifies eight instances where a benefit charge does not apply:
 - (1) personal property and improvements to real property owned or used by any recognized religious denomination or religious organization.
 - (2) property of housing authorities that is exempt from property taxes under RCW 35.82.210.
 - (3) 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.
 - (4) property of nonprofit homes for the aging that is exempt from property taxes under RCW 84.36.041.
 - (5) 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.
 - (6) 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.
 - (7) property of the state housing finance commission that is exempt from property taxes under RCW 84.36.135.
 - (8) property of nonprofit corporations operating sheltered workshops for persons with disabilities that is exempt from property taxes under RCW 84.36.350.
- **Low Income Senior Citizens and Disabled Persons Discounts:**

Low-income seniors and disabled persons are eligible for the same discount rate they receive from regular property taxes. This information is obtained from, and maintained by, Thurston County.

Appendix C
Organizational Chart

**Appendix D
Real Property**

Facility	Year Built	Address	Land SF	Building SF
City of Tumwater Real Property to be Transferred to RFA				
Tumwater Headquarters (T-1)*	2000	311 Israel Rd SW Tumwater, WA 98501	Portion of city hall site*	19,000 sq. ft.
Tumwater Station 2 (T-2)	1995	405 Linwood Ave SW Tumwater, WA 98512	.24 acre 10,454 sq. ft.	5,609 sq. ft.
City of Olympia Real Property to be Transferred to RFA				
Station 1 (Headquarters)	1990	100 Eastside Street NE, Olympia, WA 98506	1.6 acres 69,000 sq. ft.	22,525 sq. ft.
Olympia Station 2	1991	330 Kenyon Street NW Olympia, WA 98502	1.01 acres 43,560 sq. ft.	6,070 sq. ft.
Olympia Station 3	1992	2525 22nd Avenue SE Olympia, WA 98501	.33 acres 14,374 sq. ft.	4,750 sq. ft.
Olympia Station 4	2012	3525 Stoll Rd SE Olympia, WA 98501	1.01 acres 43,560 sq. ft.	13,000 sq. ft.
Mark Noble Regional Fire Training Center	2011	1305 Fones Rd. SE, Olympia, WA 98501	8 acres 348,480 sq. ft.	15,000 sq. ft.

*Parcel subdivision and easement required

Appendix E Personal Property – Vehicles and Apparatus

Olympia Vehicles and Apparatus

Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
1263	1988	HMD	Sort TRAILER - OFD	WA 86 123566	FIRE NO AD/OP OVERHEAD C
1471	2001	CHE	2001 Chevrolet Box Van / Fire Investigation	1GBHG31RX11217195	COMMAND VEHICLE
305	1995	PRC	1995 PIERCE LADDER TRUCK / Reserve Truck 04	4P1CT02S4SA000669	LADDER TRUCK
306	1990	PRC	1990 PIERCE PUMPER / Reserve Engine 04	4P1CA01G6LA000516	FIRE ENGINE PUMPER
308	1992		Boat/trailer EZ-loader		OTHER
312	2000	ONA	Generator - SPEC A ONAN DSFAE-7573661 - Station 1	A090230078	GENERATOR
313	2000	ONA	Generator - SPEC G ONAN DGBB-4484796 / Station 2	G2000132107	GENERATOR
314	2000	ONA	Generator - SPEC B ONAN DNAF-4485485 / Station 3	G008128937	GENERATOR
315	2010	KOH	Generator - KOHLER 180RE0ZJE / Station 4	2326669	GENERATOR
316	2000	KOH	Generator - KOHLER 20RE0ZCJ / Training Center	SGM32254	GENERATOR
317	2000	MAK	Air Compressor - SCBA MAKO COMP 27CFM / Station 1	5409.3.HA.162	AIR COMPRESSOR
318	2000	MAK	Air Compressor - SCBA MAKO COMP 14CFM / Station 2	5407.3.IAH656	AIR COMPRESSOR
319	2000	MAK	Air Compressor - SCBA MAKO COMP 14CFM / Station 3	6407.3.IAH668	AIR COMPRESSOR
320	2000	MAK	Air Compressor - SCBA MAKO COMP 27CFM / Station 4	5408H20775005	AIR COMPRESSOR
321	2000	BAU	Air Compressor - SCBA BAUER COMP 27CFM / Training Center	167966	AIR COMPRESSOR
323	2016	FOR	2016 FORD F150 / Battalion Chief Training Officer	1FTFW1EG9GKD82337	COMMAND VEHICLE
324	2016	FOR	2016 FORD EXPLORER / Deputy Chief	1FM5K8D85GGC36848	COMMAND VEHICLE
325	2016	FOR	2016 FORD EXPLORER / Asst Chief Operations	1FM5K8D87GGC36849	COMMAND VEHICLE
326	2018	FOR	2018 Ford Escape / Inspector	1FMCU0F72JUC12183	STAFF VEHICLE
327	2018	FOR	2018 Ford Escape / Inspector	1FMCU0F74JUC12184	STATE VEHICLES
328	2018	FOR	2018 Ford Explorer / Fire Chief	1FM5K8D86JGB47605	COMMAND VEHICLE
329	2018	FOR	2018 Ford Explorer / Asst Chief Fire Marshal	1FM5K8D84JGB47604	COMMAND VEHICLE
330	2018	FOR	2018 Ford Expedition / Battalion 01 Command	1FMJU1GT9JEA34727	COMMAND VEHICLE
331	2018	FOR	2018 Ford F150 / Medical Services Officer	1FTEW1EPOJKE25546	COMMAND VEHICLE

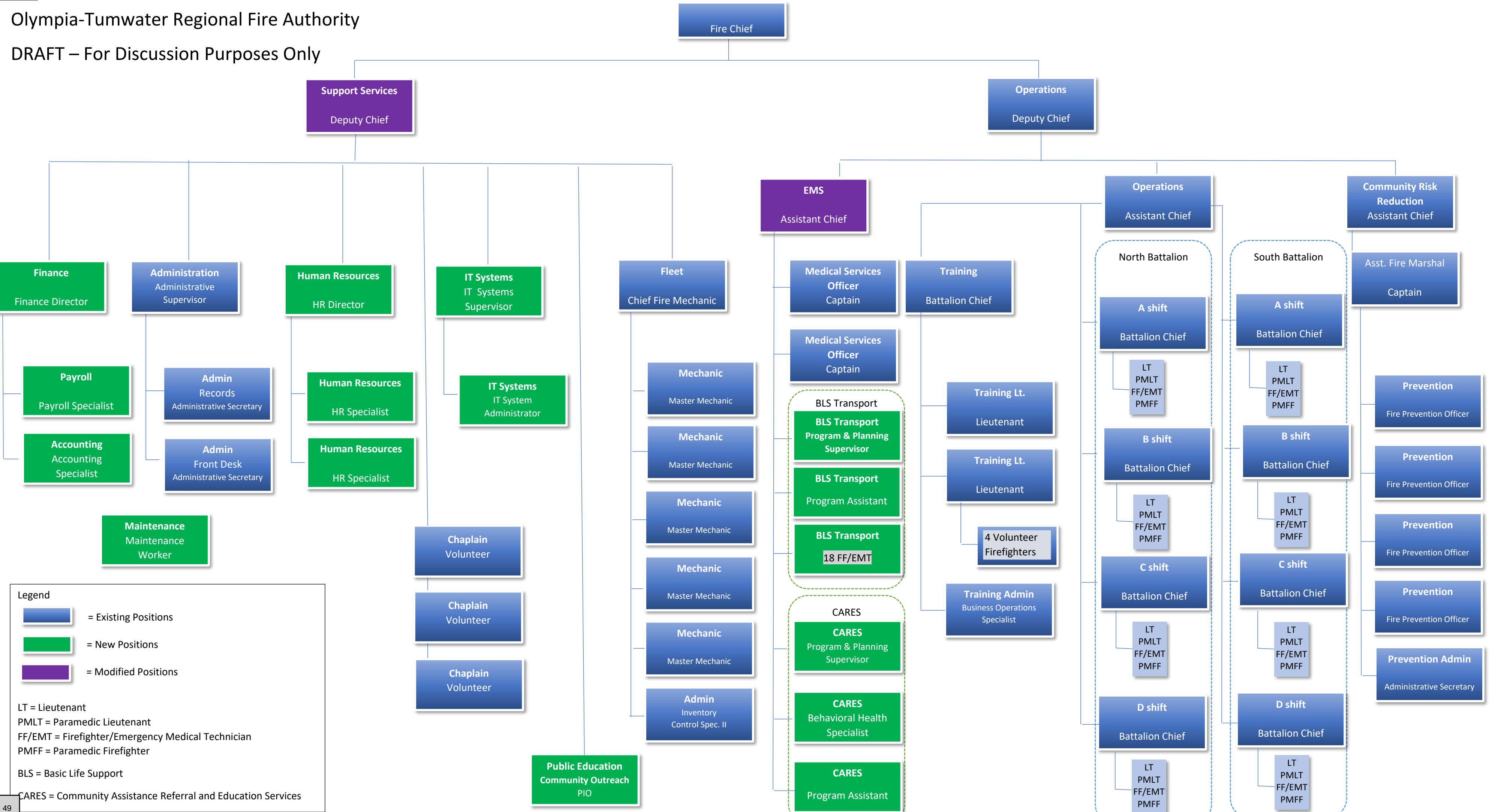
Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
332	2018	FOR	2018 Ford F-150 / Shop Truck	1FTEW1EBXJKE18818	STAFF VEHICLE
333	2018	FOR	2018 Ford F450 / Service Truck	1FD9X4HT1JEC65745	STAFF VEHICLE
336	2002	FOR	2002 Ford F550 Brush Unit - OFD	1FDAW57F22EC78166	Brush Truck
340	1999	CHE	1999 Chevrolet Tahoe / Training Lt	1GNEK13ROXJ472176	COMMAND VEHICLE
359	2003	FOR	2003 FORD E450 / AID UNIT	1FDXE45F93HB08297	AMBULANCE
370	1995	PRC	1995 PIERCE PUMPER / Reserve Engine 03	4P1CT02545A000638	FIRE ENGINE PUMPER
371	1998	PRC	1998 PIERCE PUMPER / Reserve Engine 01	4P1CT02S0WA000822	FIRE ENGINE PUMPER
372	1998	PRC	1998 PIERCE PUMPER / Reserve Engine 02	4P1CT02S4WA000824	FIRE ENGINE PUMPER
373	2008	PRC	2008 PIERCE PUMPER / Front Line Engine 03	491CV01H78A008144	FIRE ENGINE PUMPER
374	2010	PRC	2010 PIERCE PUMPER / Front Line Engine 04	4P1CV01H9AA011102	FIRE ENGINE PUMPER
375	2010	PRC	2010 PIERCE PUMPER / Front Line Engine 02	4PICV01H7AA011101	FIRE ENGINE PUMPER
376	2010	PRC	2010 PIERCE TILLER / Front Line Truck 01	4P1CV01H6AA011056	LADDER TRUCK
377	2016	PRC	2016 PIERCE PUMPER / Front Line Engine 01	4P1BAAGF9GA016392	FIRE ENGINE PUMPER
387	2004	TOY	2004 TOYOTA PRUIS / Inspector	JTDKB22U840063268	STAFF VEHICLE
388	2005	FOR	2005 FORD TAURUS SEDAN	1FAFP53295A133024	STAFF VEHICLE
389	2005	FOR	2005 FORD TAURUS SEDAN	1FAFP53255A140908	STAFF VEHICLE
390	2005	FOR	FORD TAURUS SEDAN	1FAFP53255A164285	STAFF VEHICLE
393	2000	GMC	2000 GMC STEPVAN / COMMAND UNIT	5BK4P32R9Y3318443	COMMAND VEHICLE
395	2006	OLM	2006 OLYMPIC TRAILER	1C9UF08146T997647	TRAILER
396	2005	OLM	2005 OLYMPIC TRAILER	4P5SA121252073132	TRAILER
397	2007	OLM	2007 OLYMPIC TRAILER	199UF08117T997025	TRAILER
398	2013	NIS	2013 NISSAN LEAF	1N4AZ0CP0DC419334	STAFF VEHICLE
399	2014	FOR	2014 FORD EXPEDITION / Battalion 02 Command (Reserve)	1FMJU1G59EEF30523	COMMAND VEHICLE
721	1924	SEA	SEAGRAVE OLDTIME PUMPER	SR:36450	OTHER

Tumwater Vehicles and Apparatus

Vehicle ID	Model Year	Make	Vehicle Description	VIN	Vehicle Class
26	1947	Kenworth	Kenworth Engine	HXE3408085	PARADE ENGINE
	1986	Wells	Wells Disaster Trailer	IWC200E26G4002855	MCI TRAILER
3100-47	2000	KME	KME Pumper	1K9AF428XYN058118	FIRE ENGINE PUMPER
3101-48	2000	KME	KME Pumper	1K9AF4288YN058117	FIRE ENGINE PUMPER
3103	1999	MAKO	Air Compressor	5406E1206	COMPRESSOR
3104-51	2012	PRC	Pierce Pumper	4P1CV01D2DA013324	FIRE ENGINE PUMPER
3105	2019	PRC	Pierce Pumper	4P1BAAGF4KA020021	FIRE ENGINE PUMPER
4819	2014	FOR	BTN1 Ford F150	1FTEX1EM5EKE58633	BATTALION UNIT
4816	2014	FOR	Training Ford F150	1FTEX1EM7EKES8634	STAFF VEHICLE
3828	2000	CHEV	Prevention Chev Silverado	2GCEC19VXY1337633	
4633	2011	FOR	MSO Ford Explorer	1FMHK8B86BGA54245	STAFF VEHICLE
4989	2018	FOR	CHT1 Ford Explorer	1FM5K8AROJGB20199	STAFF VEHICLE
4809	2014	FOR	CHT2 Ford Explorer	1FM5K8AR7EGC15350	STAFF VEHICLE
3036001	2018	KAW	Kawasaki Mule	JKBAFSG12JB503747	OFF ROAD VEHICLE
12839	2020	KARA	Kara Trailer	5KTUS1714LF500836	ORV TRAILER
5054	1995		20KW Diesel Generator	PE6068T075373	GENERATOR

Olympia-Tumwater Regional Fire Authority

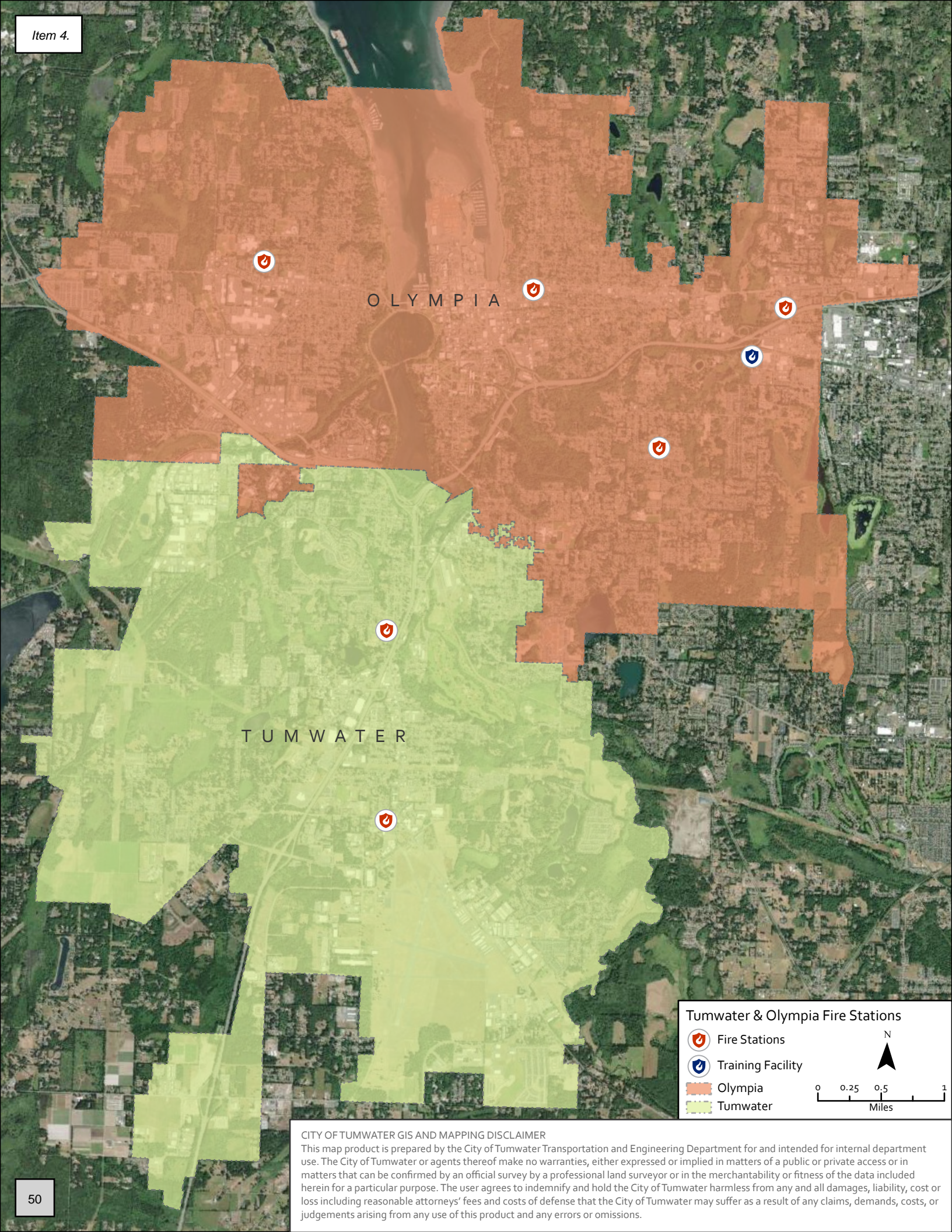
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Legend

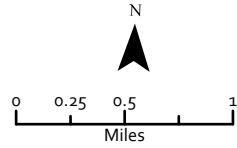
- = Existing Positions
- = New Positions
- = Modified Positions

LT = Lieutenant
 PMLT = Paramedic Lieutenant
 FF/EMT = Firefighter/Emergency Medical Technician
 PMFF = Paramedic Firefighter
 BLS = Basic Life Support
 CARES = Community Assistance Referral and Education Services



Tumwater & Olympia Fire Stations

-  Fire Stations
-  Training Facility
-  Olympia
-  Tumwater



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