

# Regional Fire Authority Planning Committee



## OLYMPIA TUMWATER REGIONAL FIRE AUTHORITY PLANNING COMMITTEE MEETING AGENDA

Online via Zoom and In Person at  
Tumwater City Hall, Council Chambers,  
555 Israel Rd. SW, Tumwater, WA 98501

**Monday, November 14, 2022  
5:30 PM**

1. Welcome
  - [a.](#) Agenda
- [2.](#) Fire Benefit Charge (FBC) update
- [3.](#) Presentation: Overview of the Regional Fire Authority (RFA) Plan and project schedule
- [4.](#) RFA Plan
5. Public Hearing on RFA Plan
6. Action by Committee: Determination whether to recommend RFA Plan for adoption by both Cities
6. Adjourn

### **Hybrid Meeting Information**

The public are welcome to attend in person, by telephone or online via Zoom.

This meeting will be broadcast and livestreamed on cable television and the internet. This meeting can be viewed on Comcast Channel 26 or on the TCMedia website.

### **Watch Online**

<https://tcmmedia.org/stream.php>, select "Watch, Streaming Now, Channel 26."

OR

Go to <http://www.zoom.us/join> and enter the Webinar ID 839 0347 3161 and Passcode 700914.

### **Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 839 0347 3161 and Passcode 700914.

### **Public and Written Comment**

Attend in person to give public comment or register by 5:15 p.m. the day of the meeting to provide public comment using the web-based meeting platform:

[https://us02web.zoom.us/webinar/register/WN\\_XknK8AM3Q5ywU\\_no7wZT7A](https://us02web.zoom.us/webinar/register/WN_XknK8AM3Q5ywU_no7wZT7A)

After registering, you will receive a confirmation email with a login to join the online meeting.

As an alternative you may also submit written comments by mail to: Tumwater City Hall, Attn: City Clerk, 555 Israel Rd. SW, Tumwater, WA 98501 or via email to: [communications@ci.tumwater.wa.us](mailto:communications@ci.tumwater.wa.us). Written comments should be sent prior to November 10, 2022, to be included in the agenda packet for the November 14, 2022, public hearing or via email to the above referenced email address by 4:00 p.m. on November 14, 2022. Comments received after November 10, 2022, will be distributed to the Planning Committee, but not included in the published packet.

**Post Meeting**

Audio of the meeting will be recorded and later available by request, please email [CityClerk@ci.tumwater.wa.us](mailto: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](mailto: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](mailto:ADACoordinator@ci.tumwater.wa.us).

## Olympia – Tumwater Regional Fire Authority Planning Committee Meeting

November 14, 2022

5:30-7:30 PM

### Agenda

1. Welcome and Review of Agenda
2. Fire Benefit Charge (FBC) update
3. Presentation: Overview of the Regional Fire Authority (RFA) Plan and project schedule
  - Including updated FBC numbers
4. Public Hearing on RFA Plan
  - 3 minutes per person
  - Public Comments will be taken in person and via Zoom link
5. **Action by Committee:** Determination whether to recommend RFA Plan for adoption by both Cities
6. Adjourn

# Olympia Tumwater RFA Planning Committee

## FBC Update

November 14, 2022

# With new data, the total FBC collections -- and the FBC for any given parcel-- can change

Total FBC Collections needed in 2024 will change from current estimates depending on:

- Assessed value changes (driving collections from the \$1.00 fire levy)
- Inflation and other factors leading to adjustments in final RFA 2024 budget

FBC for any parcel may change depending on:

- Total FBC collections required
- Total square footage in the calculation (new construction, building expansions)
- Changes to the weight applied to the structures (lower weights will reduce the FBC if square footage on the parcel and other factors like sprinklers or property tax exemptions are unchanged)

# *New data: significant additional square footage added to calculation*

- Independent review of the FBC calculation in the last 2 weeks found that initial FBC estimates did not capture the total square footage on **multi-building sites**, particularly for apartment and commercial classifications.
- Significant additional square footage has been added to the multifamily and commercial classifications.
  - Total square footage increases from 78.6M to 104.3M square feet.
- With additional total square footage, the weighting for nearly all classifications can be reduced and still collect the estimated \$10.5M required in 2024.
- All other things being equal, a lower weight reduces a parcel's FBC.

# Revisions to FBC Formula: “Option 5”

- Based on the new data, all weights are reduced as compared to Option 3B, excepting for multi-family (remains at 1.5) and mobile homes (remains at zero)
  - The FBC for a parcel goes down if the weight goes down -- assuming parcel sq. ft. remains same
- Because of the significant increase in total commercial square footage, staff team assessment is that the 6% shift to commercial can be eliminated and still address Committee concerns.
  - Option 5B is a “no shift” model: each classification type pays in total approximately the same % of FBC as its % of total square footage—excepting mobile homes, which are absorbed by other classifications (0.05%).
- The weight remains at 1.50 for multifamily. FBCs in this classification drop for parcels with unchanged sq. footage due to other reductions (lower cost per gallon)

Classification	Option 3B	Option 5
Residential 1	0.45	0.41
Residential 2	0.55	0.52
Residential 3	0.64	0.62
Apartments	1.5	1.5
Mobile Homes	0	0
Commercial 1	0.8	0.6
Commercial 2	1.5	1.2
Commercial 3	2.7	2
Commercial 4	4.1	3
Commercial 5	5.5	4
Commercial 6	6.5	5

# Option 5 FBC Classifications and Weights:

Structure Classification	# of Tiers in this Classification	Proposed Weights	Number of Parcels in this Classification	Sq. Feet compared to Option 3B
<b>Residential</b>	3		20,246	Same as
	Residential 1 ( $\leq 2,000$ sq. ft.)	0.41	(unchanged)	Option 3B
	Residential 2 (2,001-3,000 sq. ft.)	0.52		
	Residential 3 ( $\geq 3,001$ sq. ft.)	0.62		
<b>Mobile Home</b>	1	0	454 (unchanged)	Same
<b>Apartments (5 unit or more)</b>	1	1.5	357 (was 354)	More than double (+104%)
<b>Commercial</b>	6 (See next slide)		2,180 (was 2,142)	Nearly doubles (+97%)



# Proposed FBC Classifications & Weights Continued

Tier	Max Sq. Ft in this Tier	Weight	# of parcels in this category in Option 3B	# of parcels in this category in Option 5
Commercial 1	5,000	0.6	1300	814
Commercial 2	20,000	1.2	611	937
Commercial 3	50,000	2	145	245
Commercial 4	100,000	3	53	99
Commercial 5	200,000	4	29	53
Commercial 6	No Max	5	4	32

Additional square footage identified shifts many commercial parcels from smaller to larger categories. (Option 3B data was incomplete)

# Option 5 Summary

- Total FBC collections essentially the same as 3B.
- Large increase in apartment and commercial square footage over all earlier FBC models.
- # of parcels increases very slightly.
- “No shift” model: each class (except MH) pays % of total FBC approx. equal to the % of its total square foot share.
- Cost per gallon drops; sprinkler discount remains.

## Fire Benefit Charge Factors and Totals for 2022

Fire District	OT	Factor	Max Sq Ft	Factor	Max Sq Ft	Commercial Subtotals	
Residential 1		0.41	2,000	Commercial - 1	0.6	5,000	814 Commercial 1 \$272,462.36 2,645,082
Residential 2		0.52	3,000	Commercial - 2	1.2	20,000	937 Commercial 2 \$1,102,651.03 9,389,492
Residential 3		0.62	No Max	Commercial - 3	2	50,000	245 Commercial 3 \$824,330.45 7,463,602
Apartments		1.5		Commercial - 4	3	100,000	99 Commercial 4 \$746,922.37 7,139,402
Mobile Homes		0		Commercial - 5	4	200,000	53 Commercial 5 \$718,933.84 7,172,624
Balancing Factor		0.01		Commercial - 6	5	No Max	32 Commercial 6 \$797,673.61 9,268,526
Cost Per Gallon		57.12					
Sprinkler		0.9					
				# Parcels	FBC \$	Square Feet	
				20,246	Residential	\$5,312,108.13	51,887,243
				2,180	Commercial	\$4,462,973.66	43,078,728
				454	Mobile Home	\$0.00	527,061
				357	Multi Unit	\$730,775.71	8,798,494
				23,237	Total District	\$10,505,857.49	104,291,526
				Residential Subtotals			
				5,708	Residential 1	\$911,430.17	9,034,043
				9,292	Residential 2	\$2,390,820.56	22,932,423
				5,246	Residential 3	\$2,009,857.39	19,920,777

Olympia Tumwater Both

Both

# Review of sample FBC Estimates for 2024

- Residential
- Apartments

The FBC Estimates are just that – estimates. Actual FBC charges will change depending on the RFA adopted 2024 budget, the final property assessed values for 2023, and new construction

Sample	Structure Sq. Ft.	Option 3B Estimated FBC in 2024	Cost of Option 3B per Sq. Ft.	Adjusted Sq. Ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Residential</b>						
R3	1500	\$202	\$ 0.13		\$ 163	\$ 0.11
R4	<b>2000</b>	\$233	\$ 0.12		\$ 189	\$ 0.09
R6	<b>2500</b>	\$318	\$ 0.13		\$ 267	\$ 0.11
R8	3255	\$423	\$ 0.13		\$ 364	\$ 0.11
R10	4466	\$496	\$ 0.11		\$ 426	\$ 0.10
R11	6220	\$585	\$ 0.09		\$ 503	\$ 0.08
<b>Apartments</b>						
A3	2,724	\$817	\$ 0.30	3,660	\$ 840	\$ 0.23
A4	5,100	\$1,242	\$ 0.24	10,200	\$ 1,557	\$ 0.15
A5	10,250	\$1,585	\$ 0.15	20,500	\$ 1,987	\$ 0.10
A6	21,120	\$2,528	\$ 0.12	42,240	\$ 3,170	\$ 0.08
A7	103,401	\$5,035	\$ 0.05	206,802	\$ 6,312	\$ 0.03

Each row is a sample property.

To compare Options 3B and 5, compare comparable size structures: Option 5 is less expensive.

## 2024 FBC Estimates

- Mobile Homes
- Commercial 1

Red notations indicate comparable sq. footage FBCs across the 2 options

Sample	Structure Sq. Ft.	Option 3B Estimated FBC in 2024	Cost of Option 3B per Sq. Ft.	Adjusted Sq. Ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Mobile Homes</b>						
M1	576	\$0.0			\$0	
M2	600	\$0.0			\$0	
M3	432	\$0.0			\$0	
M4	440	\$0.0			\$0	
M5	952	\$0.0			\$0	
M6	1,572	\$0.0			\$0	
<b>Sample Commercial 1- (400-5,000SqFt)</b>						
C1.1	450	\$196	\$ 0.44	900	\$ 185	\$ 0.21
C1.2	1,500	\$359	\$ 0.24	3,000	\$ 338	\$ 0.11
C1.3	2,140	\$429	\$ 0.20	4,280	\$ 404	\$ 0.09
C1.4	3,000	\$508	Increase in sq. footage moves this property to Commercial 2			

## 2024 FBC Estimates

### • Commercial 2 & 3

Sample	Structure Sq. Ft.	Option 3B Estimated FBC in 2024	Cost of Option 3B per Sq. Ft.	Adjusted Sq. Ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Sample Commercial 2 (5,001-20,000SqFt)</b>						
C1.4	3,000		\$ 0.17	6,000	\$ 956	\$ 0.16
C2.1	5,000	\$656	\$ 0.13	10,000	\$ 1,234	\$ 0.12
C2.2	9,000	\$1,540	\$ 0.17	18,000	\$ 1,544	\$ 0.09
C2.3	15,000	\$1,917	Increased sq. ft. moves this parcel to C3			
C2.4	19,540	\$2,188	Increased sq. ft. moves this parcel to C3			
<b>Sample Commercial 3 (20,001-50,000SqFt)</b>						
C2.3	15,000	\$1,917	\$ 0.13	30,000	\$ 3,205	\$ 0.11
C2.4	19,540	\$2,188	\$ 0.11	39,808	\$ 3,659	\$ 0.09
C3.1	20,035	\$3,989	\$ 0.20	40,070	\$ 3,705	\$ 0.09
C3.2	36,000	\$5,347	Increased sq. ft. moves these parcels to C4			
C3.3	44,200	\$5,925				
C3.4	49,056	\$6,292				

## 2024 FBC Estimates

- Commercial 4,5,6

Sample	Structure Sq. Ft.	Option 3B Estimated FBC in 2024	Cost of Option 3 per Sq. Ft.	Adjusted sq. ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Sample Commercial 4 (50,001-100,000SqFt)</b>		These samples formerly in C3 shift to C4 due to adjusted square footage.				
C3.2	36,000	\$5,347	\$ 0.15	72,000	\$ 7,449	\$ 0.10
C3.3	44,200	\$5,925	\$ 0.13	88,400	\$ 8,254	\$ 0.09
C3.4	49,056	\$6,292	\$ 0.13	98,112	\$ 8,695	\$ 0.09
<b>Sample Commercial 5 (100,001-200,000SqFt)</b>		All samples formerly in C4 shift to C5 due to adjusted square footage.				
C4.1	50,333	\$9,602	\$ 0.19	100,666	\$ 11,744	\$ 0.12
C4.2	65,834	\$10,981	\$ 0.17	131,668	\$ 13,431	\$ 0.10
C4.3	77,369	\$11,905	\$ 0.15	154,738	\$ 14,560	\$ 0.09
C4.4	90,804	\$12,897	\$ 0.14	181,608	\$ 15,774	\$ 0.09
<b>Sample Commercial 6 (200,001+SqFt)</b>		All samples formerly in C5 shift to C6 due to adjusted square footage.				
C5.1	100,778	\$18,227	\$ 0.18	201,554	\$ 20,772	\$ 0.10
C5.2	121,671	\$20,027	\$ 0.16	243,342	\$ 22,823	\$ 0.09
C5.3	130,094	\$20,709	\$ 0.16	260,188	\$ 23,600	\$ 0.09
C5.4	147,156	\$22,025	\$ 0.15	294,312	\$ 25,100	\$ 0.09
C6.1	214,476	\$31,424	\$ 0.15	428,952	\$ 30,302	\$ 0.07
C6.2	247,656	\$33,768	\$ 0.14	495,312	\$ 32,562	\$ 0.07

# Questions/ Comments?



# **Public Hearing**

# **Olympia Tumwater**

# **RFA Planning Committee**

# **Recommendations**

November 14, 2022



# TONIGHT'S GOAL

**Public Hearing  
Committee's DRAFT  
RFA Plan  
Recommendations**

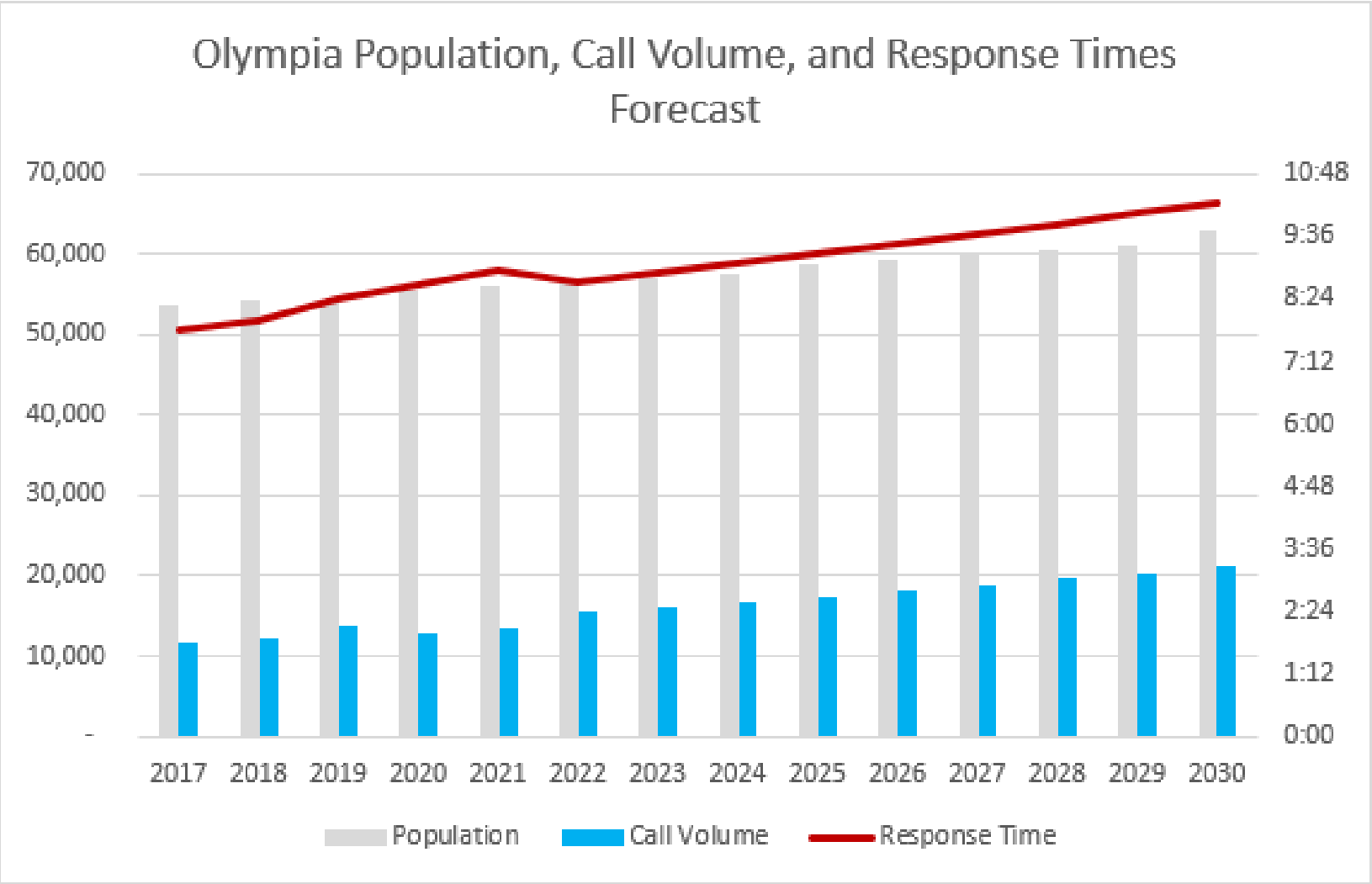


# I. Why Are We Considering an RFA?

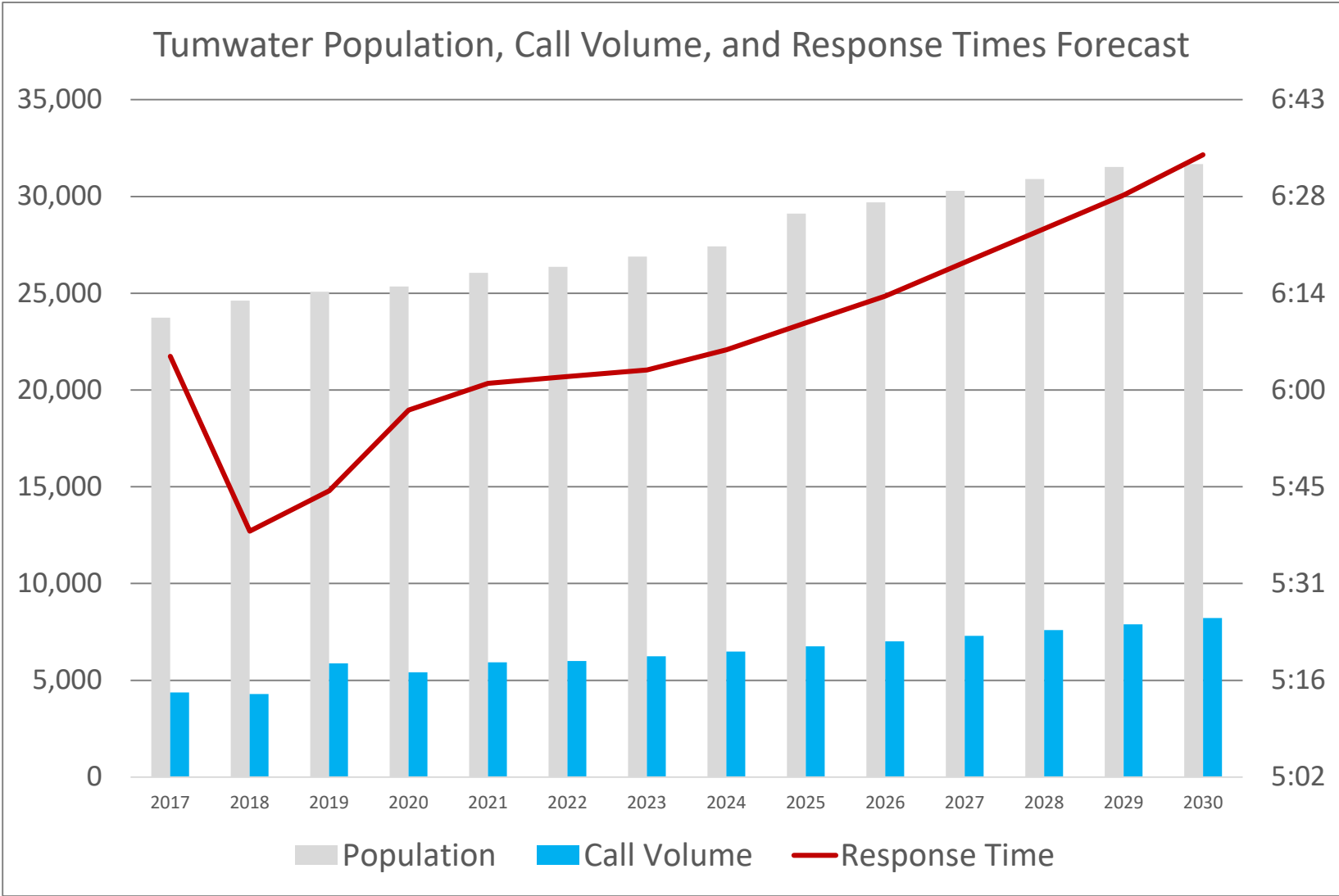
## 2019 Fire & Emergency Services Study

- Limited city resources
- Growing demand on our fire departments
- Average fire/EMS response times declining over time
- Maintain fire/EMS service levels to meet growing community needs

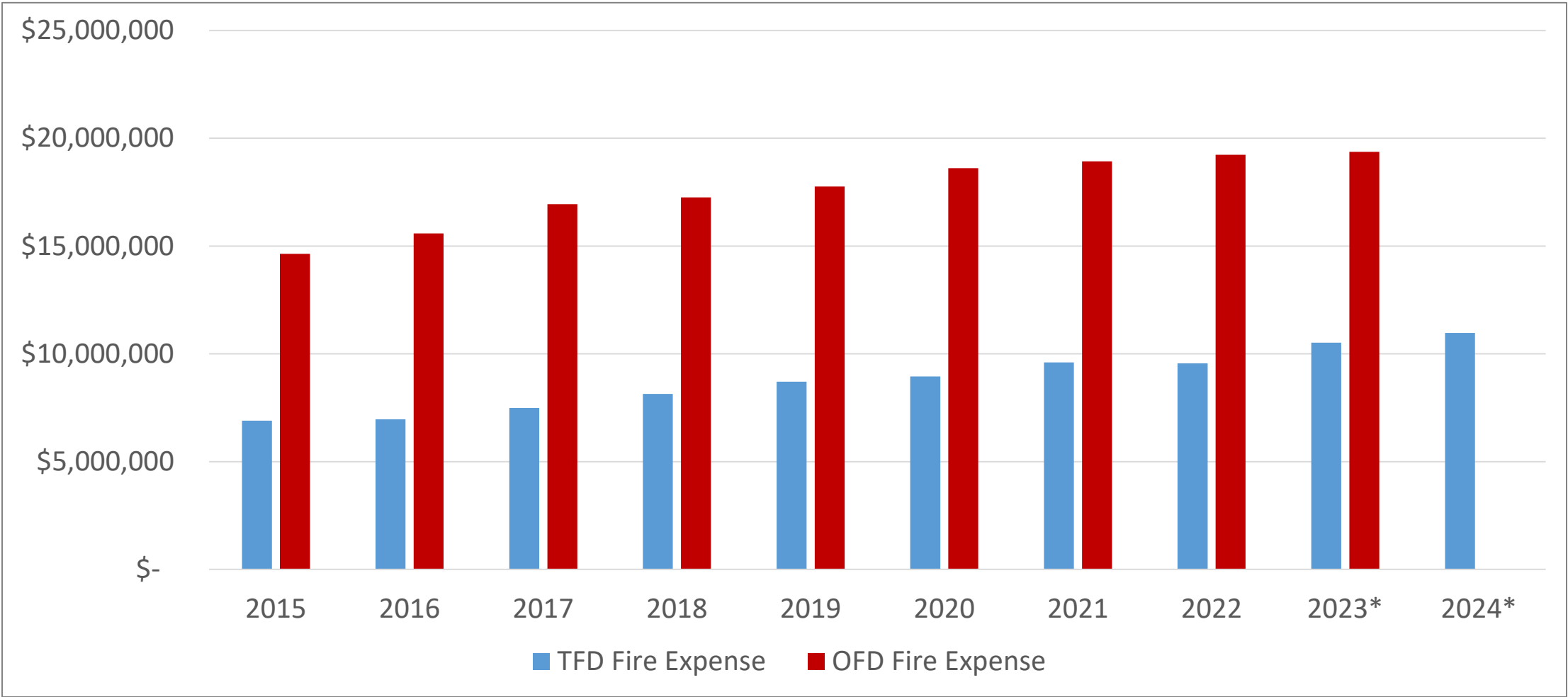
# Olympia Trends



# Tumwater Trends



# Fire Department Budgets



# RFA Operational Enhancements

- Basic Life Support Transport / CARES
- 2 Battalion Chief Model
- Dropping Borders (Olympia High School, South Puget Sound CC)
- Ladder Truck stationed in Tumwater
- Fire/EMS training
- Community Risk Reduction
- Reserve Apparatus

# RFA Planning Committee Members

Tumwater	Olympia
<b>Voting Members</b>	
Councilmember Eileen Swarthout	Councilmember Jim Cooper
Councilmember Leatta Dahlhoff	Councilmember Lisa Parshley
Councilmember Michael Althausen	Councilmember Yến Huỳnh
<b>Ex-Officio Non-Voting Members</b>	
Tumwater Fire Chief Brian Hurley	Olympia Fire Chief Todd Carson
IAFF Local 2409 James Osberg	IAFF Local 468 Steven Busz

# Work Accomplished & Work Ahead

## Accomplished

- Committee Charter and Workplan
- Values & Principles statement
- Committee Website
- 2 Council briefings
- 4 Community meetings
- Fire Department Employee Briefings
- Governance Options
- Operations Plan & Org. Chart
- Finance Plan
- DRAFT RFA Plan Developed
- Union Votes of Support
- Joint Meeting – Olympia/Tumwater – Draft RFA Plan

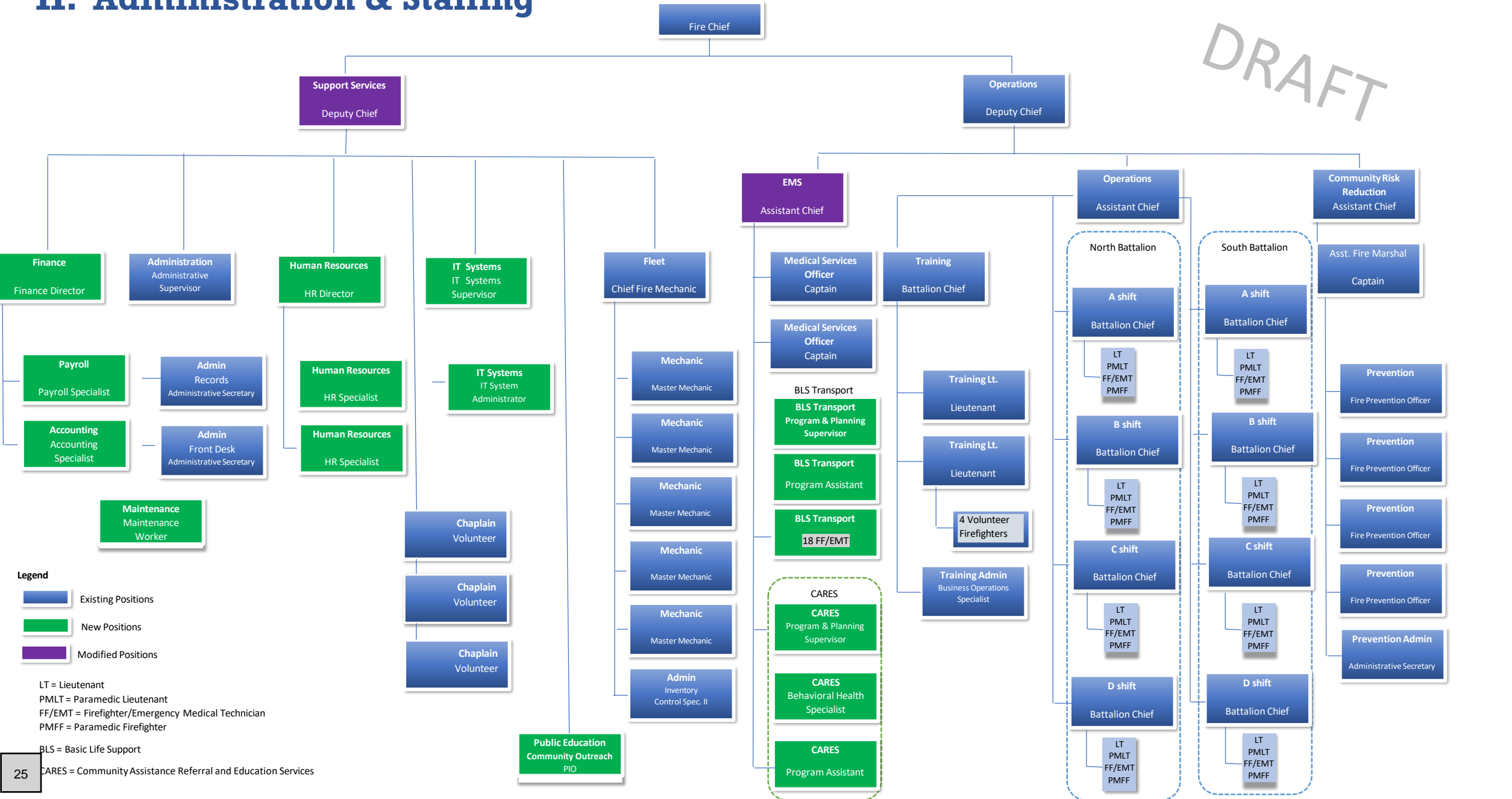
## Work Ahead

- November 14: RFA Committee Public Hearing (Tonight)
- Finalize RFA Plan
- November/December: Deliver to Councils
- April: Election



# II. Administration & Staffing

DRAFT



# III. RFA Governance

- An initial 6-member board will serve from the RFA Effective Date (October 1, 2023) through December 2025, comprised of 3 elected officials from Olympia and 3 elected officials from Tumwater
- Thereafter, the Board will transition as shown below:
  - 7-member Board of Commissioners beginning in 2026, mix of appointed and directly elected At-Large Commissioners
  - Term lengths vary during transition (2026-2027) – 2, 4 or 6 years – to ensure a permanent board in which turnover can be minimized at elections (every 2 years)
  - From 2028 and beyond, Council reps. serve 4-year terms, elected Commissioners 6-yr)

2023-2025	2026-2027 (2 years)	2028 and beyond
<b>Initial Board:</b> 3 Olympia Councilmembers 3 Tumwater Councilmembers	<b>Phase-in to Option 4:</b> 2 Olympia Councilmembers 2 Tumwater Councilmembers 3 At-Large RFA Commissioners	<b>Option 4 fully implemented:</b> 1 Olympia Councilmember 1 Tumwater Councilmember 5 At-Large RFA Commissioners

# IV. RFA Funding Recommendation

## Four Funding Sources:

- Fire Levy: a property tax
- Fire Benefit Charge (FBC): Fee based on the fire risk associated with the size and type of structures.
- EMS Levy Revenues
- Fees for Service: including revenue from permits and service contracts with other governments



# RFA Funding: 2 Options

## Option 1: Fire Levy up to \$1.50 \*

- Share of County Emergency Medical Services (EMS) Levy Revenue
- Fees for service

**50% + 1 voter approval needed**

\*Fire Levy is a property tax

## Option 2: Fire Levy of up to \$1.00 \*

- Fire Benefit Charge (FBC)
- Share of County EMS Levy Revenue
- Fees for Service

**60% voter approval needed**

Option 2 can generate more revenue than Option 1.

**Option 2 - Planning Committee Recommendation**

# How does the FBC work?

1. Identify classifications of structures	2. Identify square footage and classification of each structure	3. Determine the weighting for each structure classification	4. Identify any discounts/ exemptions or surcharges	5. Do the math!
Mobile Home Single Family Residential Multifamily Small commercial Med. Commercial Large Commercial Etc.	County assessor records provide this information.	Weights increase with the size and complexity of the structure. The weighting reflects the additional resources needed to put out a fire at these different types of structures.	Some discounts/ exemptions are required by law-e.g. low-income senior citizen/disabled discounts. Other discounts are policy decisions., e.g., sprinkler sprinklers	Determine the bill for each parcel / structure

Everyone uses the **same basic formula**; what changes are the **structure categories** and the **weights for each category**. Some RFAs add additional factors to consider staffing requirements relative to fires at different structures.

### FORMULA

**FBC = Fire Flow\* x Building Category Factor x Cost per Gallon Factor x Balancing Factor x Sprinkler Discount x Exemption Factors**

\*Fire Flow =  $\sqrt{\text{Total Square Feet}} \times 18$

# How does the FBC relate to the RFA budget?

- FBC collections in any year cannot exceed 60% of RFA operating budget
- Each Year the RFA Board will determine expenditure and revenue needs

# FBC Process

- Formula and collection amount set annually by RFA Board of Commissioners
- All fire agencies with an FBC use a very similar formula
- Annual appeals process required
- Bill is sent with property tax bill by the County assessor/treasurer and paid like property tax
- FBC must be reauthorized by voters after 6 years or it will lapse
- FBC reauthorization can be for another 6 or 10 years (50%+1 approval required), or a permanent authorization can be requested from voters (60% approval)

*A benefit charge imposed must be reasonably proportioned to the measurable benefits to property resulting from the services afforded by the authority. RCW 52.26.180(5)*

# Property Tax Implications With RFA Creation

- The RFA will gain \$1.00/\$1,000 AV of property tax capacity
- The cities will each lose \$1.00/\$1,000 AV of property tax capacity (shifted to RFA)
- The cities must reduce their actual property tax levy by \$1.00/\$1,000 AV calculated from the highest levy that each city could impose at the time.
- Revenue Neutral in Terms of Property Tax Impacts on Cities



# V. 7-YEAR RFA FINANCE PLAN

- A 7-year financial plan has been approved by the Planning Committee to support the RFA:
  - Operations
    - Fire suppression, EMS services
    - Maintenance
    - Administration
    - Utilities, etc.
  - Capital, facilities and equipment needs
  - Staffing for service enhancements
    - 2 transport units
    - CARES unit
    - 2-Battalion model
  - Reserves
  - Cash flow



# Key Finance Assumptions

- Both Cities retain their **LEOFF 1 Liabilities** (for retired firefighters)
- Remaining Tumwater **fire levy lid lift** revenues transferred to RFA for apparatus purchase so commitment to voters is kept (\$2M)
- Some planned capital acquisitions (equipment, apparatus) will be deferred by a year or two in the interest of smoothing the RFA budget from year to year – no operational impact anticipated
- City obligations for fire department employee accrued sick leave, vacation leave, retirement pay-out are transferred to the RFA

# 7-Year RFA Financial Plan Summary

## (October 2022 update)

	2023	2024	2025	2026	2027	2028	2029	2030
<b>Total Expenditures</b>		<b>39,905,137</b>	<b>41,666,295</b>	<b>44,849,117</b>	<b>47,070,794</b>	<b>48,839,162</b>	<b>50,541,315</b>	<b>52,303,547</b>
<b>% Change Year-to-Year</b>			4.4%	7.6%	5.0%	3.8%	3.5%	3.5%
<b>Transfer to Reserves</b>		1,260,000	1,324,000	1,947,218	2,021,989	1,988,973	2,070,781	2,156,538
<b>Beginning Cash Balance</b>		<b>10,000,000</b>	<b>9,713,543</b>	<b>11,476,973</b>	<b>11,348,791</b>	<b>11,861,202</b>	<b>12,038,737</b>	<b>11,990,537</b>
<b>Fire Levy Collections</b>		19,320,881	19,803,903	20,299,001	23,338,651	23,922,118	24,520,170	25,133,175
<b>Fire Levy Rate</b>		\$ 1.00	\$ 0.96	\$ 0.93	\$ 1.00	\$ 0.96	\$ 0.93	\$ 0.89
<b>Other Revenues</b>		9,797,799	13,758,322	14,174,072	14,603,016	15,045,588	15,502,238	15,973,431
<b>FBC Collections</b>		10,500,000	10,867,500	11,247,863	11,641,538	12,048,992	12,470,706	n 12,907,181
<b>Fire Levy and FBC Collections combined as a property tax rate equivalent in the two city area</b>		<b>\$ 1.54</b>	<b>\$ 1.49</b>	<b>\$ 1.44</b>	<b>\$ 1.50</b>	<b>\$ 1.45</b>	<b>\$ 1.40</b>	<b>\$ 1.35</b>

# Fire Benefit Charge (FBC): Option 5

- Significant expansion of estimated total square footage in apartment and commercial sectors leads to reduced individual estimated FBCs as compared to other options.
- “No shift” model: each class (except Mobile Homes) pays % of total FBC approximately equal to the % of its total square foot share.

# Option 5 FBC Classifications and Weights:

Structure Classification	# of Tiers in this Classification	Proposed Weights	Number of Parcels in this Classification	Sq. Feet compared to Earlier options
<b>Residential</b>	3		20,246	Same as
	Residential 1 ( $\leq 2,000$ sq. ft.)	0.41	(unchanged)	Option 3B
	Residential 2 (2,001-3,000 sq. ft.)	0.52		
	Residential 3 ( $\geq 3,001$ sq. ft.)	0.62		
<b>Mobile Home</b>	1	0	454 (unchanged)	Same
<b>Apartments (5 unit or more)</b>	1	1.5	357 (was 354)	More than double (+104%)
<b>Commercial</b>	6 (See next slide)		2,180 (was 2,142)	Nearly doubles (+97%)


# Proposed FBC Classifications & Weights Continued

Tier	Max Sq. Ft in this Tier	Weight	# of parcels in this category in Earlier Options	# of parcels in this category in Option 5
Commercial 1	5,000	0.6	1300	814
Commercial 2	20,000	1.2	611	937
Commercial 3	50,000	2	145	245
Commercial 4	100,000	3	53	99
Commercial 5	200,000	4	29	53
Commercial 6	No Max	5	4	32

# Option 5 Summary

- Total FBC collections essentially the same as 3B.
- Large increase in apartment and commercial square footage over all earlier FBC models.
- # of parcels increases very slightly over earlier models.
- “No shift” model: each class (except MH) pays % of total FBC approx. equal to the % of its total square foot share.
- Cost per gallon drops; sprinkler discount remains.

## Fire Benefit Charge Factors and Totals for 2022

Fire District	OT	Factor	Max Sq Ft	Factor	Max Sq Ft	Commercial Subtotals					
Residential 1		0.41	2,000	Commercial - 1	0.6	5,000	814	Commercial 1	\$272,462.36	2,645,082	
Residential 2		0.52	3,000	Commercial - 2	1.2	20,000	937	Commercial 2	\$1,102,651.03	9,389,492	
Residential 3		0.62	No Max	Commercial - 3	2	50,000	245	Commercial 3	\$824,330.45	7,463,602	
Apartments		1.5		Commercial - 4	3	100,000	99	Commercial 4	\$746,922.37	7,139,402	
Mobile Homes		0		Commercial - 5	4	200,000	53	Commercial 5	\$718,933.84	7,172,624	
Balancing Factor		0.01		Commercial - 6	5	No Max	32	Commercial 6	\$797,673.61	9,268,526	
Cost Per Gallon		57.12									
Sprinkler		0.9									
				# Parcels	FBC \$	Square Feet	# Parcels	FBC \$	Square Feet		
				20,246	Residential	\$5,312,108.13	51,887,243	Residential Subtotals			
				2,180	Commercial	\$4,462,973.66	43,078,728	5,708	Residential 1	\$911,430.17	9,034,043
				454	Mobile Home	\$0.00	527,061	9,292	Residential 2	\$2,390,820.56	22,932,423
				357	Multi Unit	\$730,775.71	8,798,494	5,246	Residential 3	\$2,009,857.39	19,920,777
				23,237	Total District	\$10,505,857.49	104,291,526				
Olympia Tumwater Both											
Both											

Olympia Tumwater Both

Both

# Review of sample Option 5 FBC Estimates for 2024

- Residential
- Apartments

The FBC Estimates are just that – estimates. Actual FBC charges will change depending on the RFA adopted 2024 budget, the final property assessed values for 2023, and new construction

Sample	Adjusted Sq. Ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Residential</b>			
R3	1500	\$ 163	\$ 0.11
R4	2000	\$ 189	\$ 0.09
R6	2500	\$ 267	\$ 0.11
R8	3255	\$ 364	\$ 0.11
R10	4466	\$ 426	\$ 0.10
R11	6220	\$ 503	\$ 0.08
<b>Apartments</b>			
A3	3,660	\$ 840	\$ 0.23
A4	10,200	\$ 1,557	\$ 0.15
A5	20,500	\$ 1,987	\$ 0.10
A6	42,240	\$ 3,170	\$ 0.08
A7	206,802	\$ 6,312	\$ 0.03

Each row is a sample property.



## 2024 FBC Estimates

- Mobile Homes
- Commercial 1

Sample	Adjusted Sq. Ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Mobile Homes</b>			
M1	576	\$0	-
M2	600	\$0	-
M3	432	\$0	-
M4	440	\$0	-
M5	952	\$0	-
M6	1572	\$0	-
<b>Commercial 1- (400-5,000SqFt)</b>			
C1.1	900	\$ 185	\$ 0.21
C1.2	3,000	\$ 338	\$ 0.11
C1.3	4,280	\$ 404	\$ 0.09

2024 FBC Estimates

- Commercial 2 & 3

Red sample identifiers indicate parcels that moved to a higher classification when square footage data was updated.

Sample	Adjusted Sq. Ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
Commercial 2 (5,001-20,000SqFt)			
C1.4	6,000	\$ 956	\$ 0.16
C2.1	10,000	\$ 1,234	\$ 0.12
C2.2	18,000	\$ 1,544	\$ 0.09
Commercial 3 (20,001-50,000SqFt)			
C2.3	30,000	\$ 3,205	\$ 0.11
C2.4	39,808	\$ 3,659	\$ 0.09
C3.1	40,070	\$ 3,705	\$ 0.09

## 2024 FBC Estimates

- Commercial 4,5,6

Sample	Adjusted sq. ft.	Option 5 Est. FBC in 2024	Cost of Option 5 per Sq. Ft.
<b>Commercial 4 (50,001-100,000SqFt)</b>			
C3.2	72,000	\$ 7,449	\$ 0.10
C3.3	88,400	\$ 8,254	\$ 0.09
C3.4	98,112	\$ 8,695	\$ 0.09
<b>Commercial 5 (100,001-200,000SqFt)</b>			
C4.1	100,666	\$ 11,744	\$ 0.12
C4.2	131,668	\$ 13,431	\$ 0.10
C4.3	154,738	\$ 14,560	\$ 0.09
C4.4	181,608	\$ 15,774	\$ 0.09
<b>Commercial 6 (200,001+SqFt)</b>			
C5.1	201,554	\$ 20,772	\$ 0.10
C5.2	243,342	\$ 22,823	\$ 0.09
C5.3	260,188	\$ 23,600	\$ 0.09
C5.4	294,312	\$ 25,100	\$ 0.09
C6.1	428,952	\$ 30,302	\$ 0.07
C6.2	495,312	\$ 32,562	\$ 0.07

# RFA – Why Now?

- Fire and emergency medical are among the most critical services we provide
- Increases in demand have and are increasing call volume and response times to unacceptable levels
- The time for action is now, not after the system is broken.
- Built on a 2019 study that articulated the problem, the Regional Fire Authority is the best-fit solution.
- Fellow elected officials, staff, and consultants have worked on a best possible plan to address the issues within the constraints of the law.
- It supports fire and emergency medical without competing with other city services.
- It calls on the electorate to authorize the RFA, to select the governance, and to authorize taxes and the fire benefit charges
- It provides dedicated, adequate, diverse, and sustainable funding to ensure the provision of quality fire and emergency medical services into the future.

# VI. Next Steps - Timeline

*Per Councils’ concurrence from April 2022, the schedule calls for an April 2023 election and establishing the RFA by October 1, 2023.*

Recommended Timeline	
RFA Planning Committee submits RFA Plan to City Councils	October 2022
City Councils deliberate	October 2022- November2022
Councils act to approve RFA Plan and Place RFA measure before voters	December 6, 2022
Election	April 2023
RFA Effective Date	By October 1, 2023
RFA taxes, charges imposed	January 2024

# Regional Fire Authority Planning Committee



**OLYMPIA TUMWATER FIRE AUTHORITY  
A REGIONAL FIRE AUTHORITY (RFA) PLAN**

# OLYMPIA TUMWATER FIRE AUTHORITY

## A REGIONAL FIRE AUTHORITY (RFA) PLAN

### TABLE OF CONTENTS

	<b><u>Page</u></b>
Acknowledgement	1
Section 1: Background & Needs Statements	2
Section 2: Definitions	4
Section 3: Formation Authority	6
Section 4: Jurisdictional Boundaries	8
Section 5: Governance	10
Section 6: Funding and Finance	12
Section 7: Organizational Structure: Personnel & Administration	16
Section 8: Operations and Services	20
 <b>APPENDICES</b>	
Appendix A: Jurisdiction Boundary Map	23
Appendix B: Fire Benefit Charge	24
Appendix C: Organization Structure	27
Appendix D: Real Property	28
Appendix E: Personal Property - Vehicles and Apparatus	29

## 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 Yến 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 Althausen

#### **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



<b>SECTION 1</b>	<b>BACKGROUND &amp; NEEDS STATEMENTS</b>
<i>Revision</i>	The <b>BACKGROUND &amp; NEEDS STATEMENTS</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing 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.

8. The Planning Committee established this Plan using an approach to equitably share costs and contribute assets to form the Olympia Tumwater 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 <b>DEFINITIONS</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing 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 September 25, 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 Olympia Tumwater Fire Authority (OTFA).

**1.12. “Regional Fire Authority” or “RFA”** means the 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.

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

#### **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 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 Governing 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.

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

#### **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 Governing Board.



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

## 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, 2028, 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, 2028.

### 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.

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 Governing Board.

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

#### 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 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 providing that the title to the land and the station improvements 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.
  - 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 providing that the title to the land and the station improvements may return to the City of Tumwater 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 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, 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.

<b>SECTION 7</b>	<b>ORGANIZATIONAL STRUCTURE: PERSONNEL &amp; ADMINISTRATION</b>
<i>Revision</i>	The <b>ORGANIZATIONAL STRUCTURE: PERSONNEL &amp; ADMINISTRATION</b> section of the <b>RFA Plan</b> is subject to amendment by a majority vote of the RFA Governing 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 Carson shall serve as the RFA's Interim Deputy Chief of Operations and Olympia Interim Deputy Chief Mike Buchanan, shall serve as Interim Deputy Chief for Support Services of the RFA, until new, permanent selections are made. The Fire Chief shall at all times be appointed and serve at the pleasure of the RFA Governing 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 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) a

finance director; and (2) a human resources director for the RFA, who shall become RFA employees subject to confirmation as of the Effective Date by the Interim Fire Chief. 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 of the salary/services of these individuals/consultants through the Effective Date, with the City of Olympia bearing two-thirds and the City of Tumwater bearing one-third of the cost.

2. **RFA Administrative Responsibilities.** On the Effective Date, the following functions of the RFA shall be the responsibility of the RFA. The RFA Governing Board may 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 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. 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 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 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 Interim Fire Chief. The Participating Jurisdictions shall share the cost of paying this individual through the Effective Date with the City of Olympia paying two-thirds and the City of Tumwater paying one-third of the costs.

**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.** The RFA may 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 City. The agreements, operations, and procedures outlined in this Section C (Administration) may be adjusted as necessary to accomplish a seamless transition.

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

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

#### **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 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 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 Fire 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 Fire 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 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 Tumwater's boundaries and shall retain emergency management authority in accordance with Washington State Law within its jurisdiction.
- c. The 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. The City of Olympia provides Basic Life Support (BLS) Ambulance Services. Both Cities provide Advanced Life Services (ALS) through contract with Thurston County. These services shall transfer to the RFA as of the Effective Date and BLS may be supplemented by private ambulance services.

##### **2. Ambulance Services on the Effective Date:**

**2.1.** The RFA shall continue Basic Life Support (BLS) Ambulance Services and Advanced Life Support (ALS) Ambulance Services as of the Effective Date and may expand those services.

**2.2.** The RFA shall have the authority to expand ambulance service if the RFA Governing Board determines private ambulance service is inadequate, subject to any applicable statutory requirements.

#### **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, 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 agreements referenced in the Plan required to establish the RFA, the transfer of authority to the RFA shall be seamless.

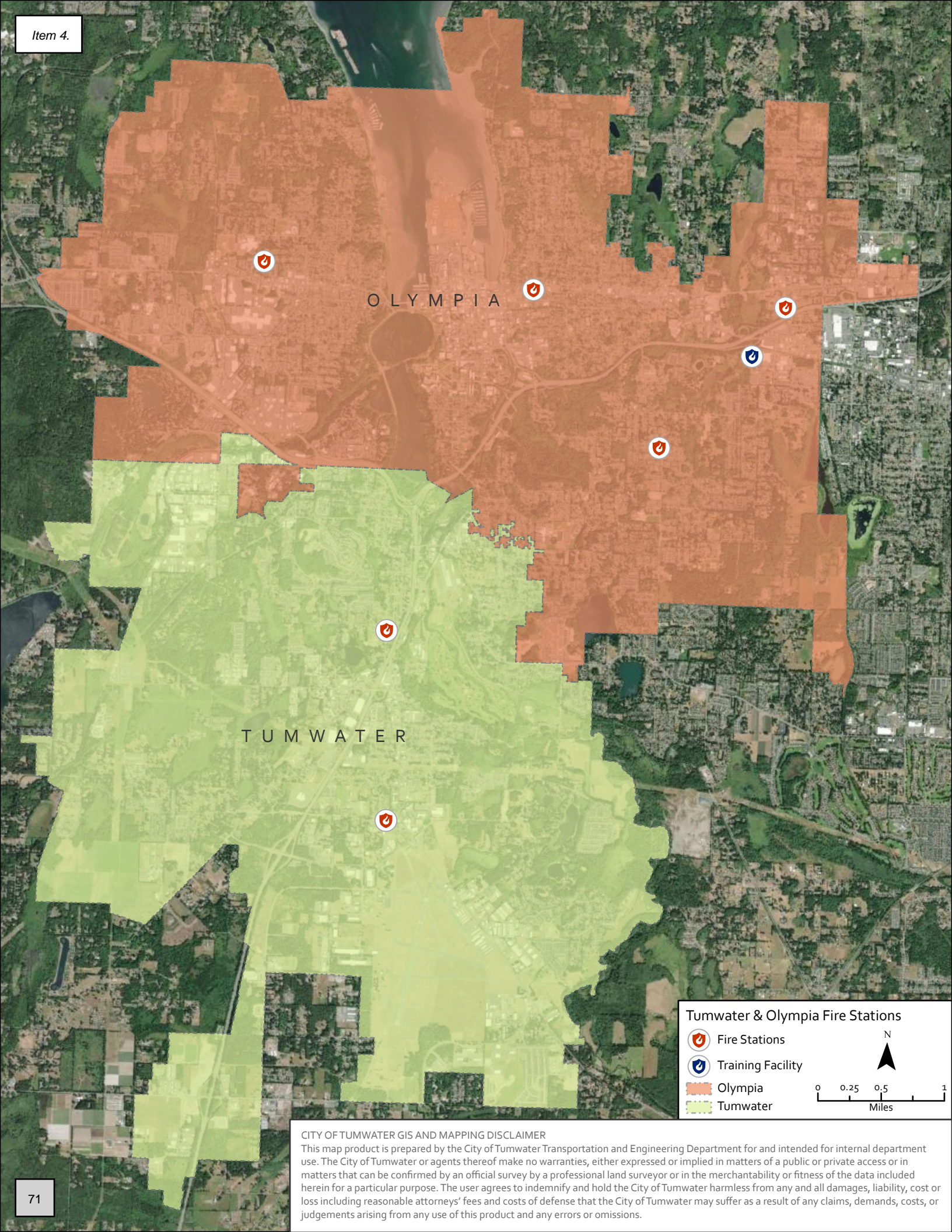
#### **RFA SECTION 8 PLAN REVISION DISPOSITION:**

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





## **Appendix A**

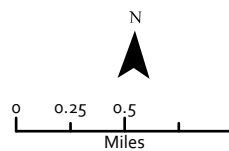
### **Jurisdiction Boundary Map**





#### Tumwater & Olympia Fire Stations

-  Fire Stations
-  Training Facility
-  Olympia
-  Tumwater



#### CITY OF TUMWATER GIS AND MAPPING DISCLAIMER

This map product is prepared by the City of Tumwater Transportation and Engineering Department for and intended for internal department use. The City of Tumwater or agents thereof make no warranties, either expressed or implied in matters of a public or private access or in matters that can be confirmed by an official survey by a professional land surveyor or in the merchantability or fitness of the data included herein for a particular purpose. The user agrees to indemnify and hold the City of Tumwater harmless from any and all damages, liability, cost or loss including reasonable attorneys' fees and costs of defense that the City of Tumwater may suffer as a result of any claims, demands, costs, or judgements arising from any use of this product and any errors or omissions.



## Appendix B Fire Benefit Charge Formula for 2024

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 FBC for the RFA. The formula is based on the Insurance Services Office (ISO) calculation of required fire flow.

The Governing Board shall have the authority set forth in RCW 52.26.180 to fix and impose an FBC annually. The factor weights, classifications, and formula may be adjusted for budget years after 2024 by resolution of the Governing Board to impose a benefit charge proportioned to the measurable benefits to property within the RFA.

**FBC = Fire Flow x Building Category Factor (CF) x Cost per Gallon Factor (CPG) x Balancing Factor x Sprinkler Discount x Exemption Factors**

**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.

- An 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, 18<sup>th</sup> Ed., Ch 6, Water Flow Requirements for Fire Protection*). This Plan uses 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	0.41	≤2,000 sq. ft
Residential 2	0.52	2,001-3,000 sq. ft.
Residential 3	0.62	≥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	1.5	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	0.6	≤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 estimated first year BF is .01 but may be adjusted based on revenue needs.

## Sprinkler Discount

The FBC is adjusted based on available data that confirms the hazard with the structures on the property is reduced. The 2024 FBC 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.

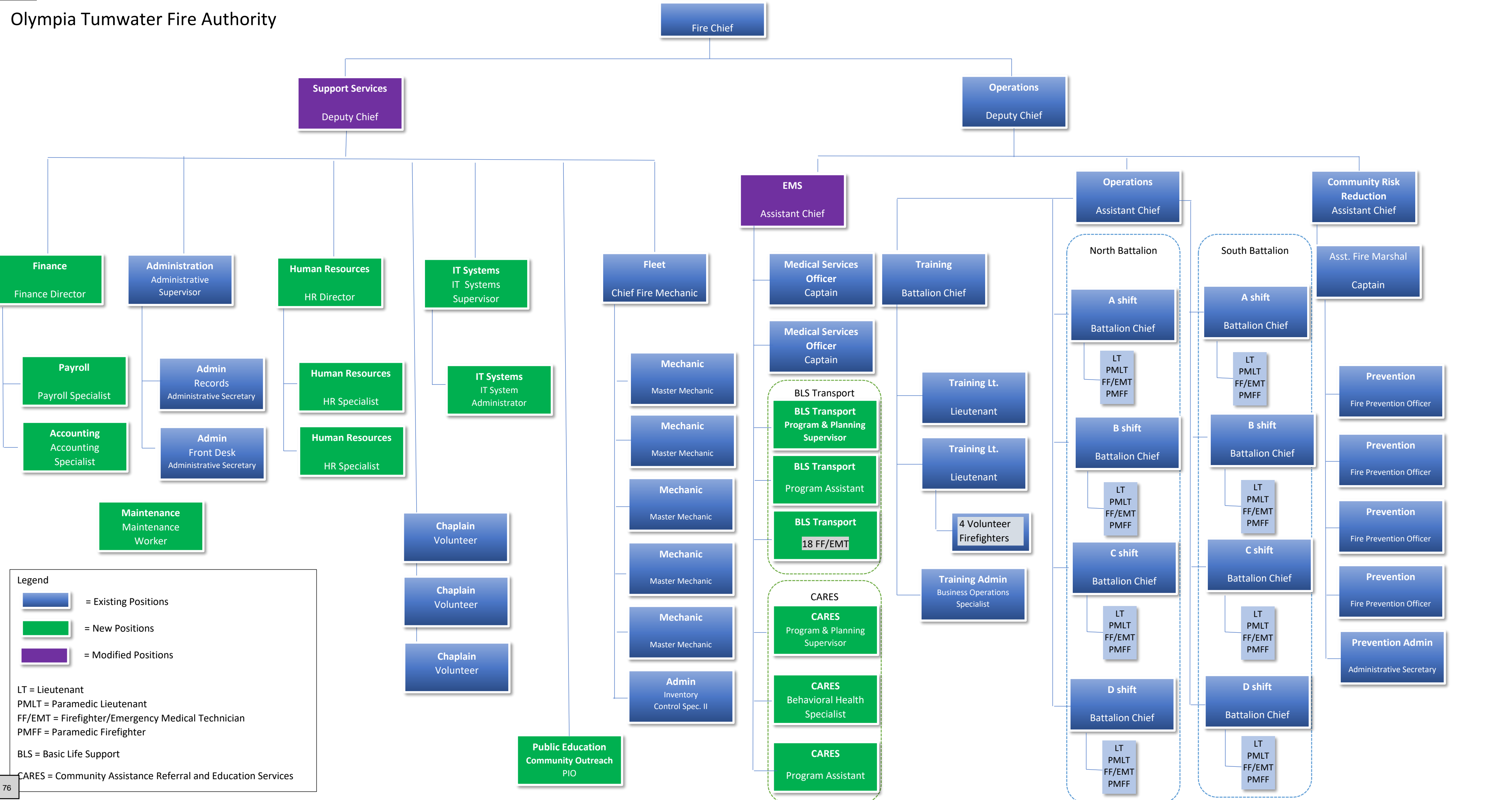
- **Exemptions.** By way of example and without limitation, RCW 52.26.180 identifies eight instances where a benefit charge does not apply:
  - (1) personal property and improvements to real property owned or used by any recognized religious denomination or religious organization.
  - (2) property of 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**

# Olympia Tumwater Fire Authority



## Appendix D Real Property

Facility	Year Built	Address	Land SF	Building SF
<b>City of Tumwater Real Property to be Transferred to RFA</b>				
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.
<b>City of Olympia Real Property to be Transferred to RFA</b>				
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	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	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

Model						
Vehicle ID	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 Chevrolet 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