

# Regional Fire Authority Planning Committee



## OLYMPIA TUMWATER REGIONAL FIRE AUTHORITY PLANNING COMMITTEE MEETING AGENDA

Online via Zoom

Monday, April 11, 2022  
5:30 PM

1. Welcome
  - a. Agenda, Updated talking points
2. Approval of Work Plan (KR)
3. Confirm Timeline (KR)
4. Governance principals and values statement (KR)
5. Asset Transfers (KR, JB, JD)
6. Administrative Services (JB, JD)
7. Initial Public Engagement
8. Presentation to Council
9. Comparisons Olympia and Tumwater
10. Action and Question Log
11. Adjourn

### Remote Meeting Information

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<https://us02web.zoom.us/j/83567586987?pwd=TDg5MnJjYU94Zlc0bjZDYWhPb0dHZz09>

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## REGIONAL FIRE AUTHORITY PLANNING COMMITTEE

Apr. 11, 2022

5:30 - 7:30 pm

## AGENDA

1. Communications Update (JD) (3 min.)
2. Action: Approval of Work Plan (KR) (5 min.)
3. Action: Confirm Timeline—when will RFA Plan be submitted to Councils, Proposed RFA Start Date, Levy start date. (KR) (5 min.)
4. Action: Governance principles and values statement (KR) (15 min.)
5. Presentation/Discussion: Asset Transfers options & issues (KR, JB, JD) (20 min.)
6. Presentation/Discussion: Administrative services options, issues (JB, JD) (20 min.)
7. Discussion: Initial public engagement – approach, messages, timing (20 min.)
8. Prep for and review of presentations to Councils (20 min.)

# Talking points - Councils

A Regional Fire Authority Planning Committee started meeting in 2021 and has met 5 times. To date, the Committee has:

- Approved a charter to guide our work.
- Approved a work plan and timeline.
- We are working on schedule to submit a plan to Councils in the fall for consideration.
- We will be presenting to both Olympia and Tumwater Councils on April 19th with a high-level overview of what an RFA is and other relevant details.
- We have a joint Olympia Tumwater public engagement opportunity planned for May 19. This will be a hybrid event to allow both communities to hear similar information that you've heard and to ask questions.
- Both Tumwater and Olympia have websites to keep the public informed about our work.

## City of Tumwater – City of Olympia

### RFA Planning Committee

#### WORK PLAN

v. 4.4.22

Core policy issues	
Major Policy Issues for Committee	Other Key Planning Issues
<ul style="list-style-type: none"> <li>• Election date</li> <li>• RFA incorporation date, Levy start date</li> <li>• Financial Plan for RFA</li> <li>• Terms of asset transfers</li> <li>• Governance structure</li> <li>• Public outreach/communication plan</li> </ul>	<ul style="list-style-type: none"> <li>• Project cost sharing</li> <li>• Projected Labor Costs</li> <li>• Org Chart upon merger</li> <li>• Standard of Cover/Level of Service</li> <li>• Assigning contracts</li> <li>• Admin services – how provided? Cost?</li> <li>• Fire Marshal services</li> <li>• City Emergency Management services</li> </ul>

Schedule Summary	
RFA Planning Committee Submits RFA Plan to Councils for Action	October 2022
City Councils deliberate	October 2022-February 2023
Councils act to approve Plan and place RFA measure before voters	By Late February 2023
Election	April 2023
RFA Effective Date	No later than August 1, 2023
RFA taxes, charges imposed	January 2024

#### **Council/Board/Other Check-ins:**

- Monthly verbal check-ins from Committee Members/City Manager/City Administrators with their Councils.
- Periodic formal presentations to Councils—seeking concurrence as decisions are made.
- Two rounds of public outreach
  - Email link on web for public to submit questions /comments at any time

## Proposed RFA Committee Agendas and Report-outs to Council/Commission

*This assumes two 2- hour committee meeting each month targeting completion of deliberations in time for possible **April 2023** election.*

*Meeting packets would go out 3 days in advance to committee; staff drafts due 1 week in advance of meeting. Staff meetings 2x month to prepare for the briefings.*

**Standing meeting items** would include: approving written meeting summaries; updates from recent council/commission meetings, communications updates; response to questions from prior meetings.

**Blue = process, schedule, outreach    Green = financial    Purple = governance    Orange = Operations**

### **February 28 | Meeting #1**

1. Presentation: Overview of the RFA Planning Committee Role, Process, Timeline, Key Issues
2. Review of sample RFA plan
3. **Draft Work Plan**
  - a. Discussion: meeting cadence to complete work
4. Introduction: **Draft Charter**
5. Introduction: **Draft Communications plan**
  - a. Discussion: First point at which you will want formal presentation to City Councils about planning committee work?
6. Update from subcommittees

### **March 14 | Meeting # 2**

1. *Review:* Project purpose statement from Chiefs/CM
2. *Possible action:* **Committee charter**
3. *Possible action:* **Communications plan**
4. Presentation: **RFA funding-- fire levy, other revenues, importance of RFA reserves, fund balance, Fire Benefit Charges**

### **March 28 | Meeting #3**

1. **Finance Issues and Options: Continued Discussion**
2. Presentation/discussion: **Governance Options, sample Governance principles and values**
3. Review: **Chief's Statement**
4. Review: **Fire Department comparative data**
  - a. Staffing, assets
  - b. Current Service levels (response times, special programs)
  - c. Current budgets and levy rate equivalents

**April 11 | Meeting #4**

1. Action: [Approval of Work Plan](#)
2. Action: [Confirm Timeline](#)—when RFA Plan will be submitted to Councils, Proposed RFA Start Date, Levy start date.
3. Action: [Governance principles and values statement](#)
4. Presentation/Discussion: **Asset Transfers options & issues**
5. Presentation/Discussion: **Administrative services options, issues**
6. Discussion: [Initial public engagement](#) – approach, messages, timing
7. Prep for Council presentations

- **City Council Presentations**

**April 25 | Meeting #5**

1. Discussion: Feedback from City Councils
2. [Finalize plan for initial public outreach session\(s\)](#)
3. Presentation/Discussion: [Governance Options](#), working towards initial option set
4. Action: [Jurisdictional Boundaries of RFA](#)
5. Presentation/Discussion: [RFA Name](#) – launch process to identify options
6. Review/Discussion: **Approach to Projected Labor Costs, labor transition to RFA**
7. Presentation/Discussion: **Service Level recommendations for RFA Plan**

- **Public Outreach Session(s)**

**May 9 | Meeting #6**

1. Continued Discussion: [Governance: Committee identification of 3-4 preferred options](#)
2. [Prepare for Council/Commission presentations](#)
3. **Initial Draft Finance Plan Review**: Costs to operate new RFA, incorporating projected labor costs.
  - a. **Update on Fire Benefit Charge data collection and analysis**

- **City Council Presentations** – focus on governance, report on public outreach

**May 23 | Meeting #7**

1. [Governance](#): discussion of Council/commission feedback and [recommendation](#)
2. Presentation/Discussion: **Asset Transfer proposal from Staff Team**
3. [RFA Name recommendations, selection](#)



**June 13 | Meeting #8**

1. Presentation/Discussion: **Financial Plan:**
  - a. **Fire Benefit Charge issues/options and Fire Levy Rate**
2. Presentation/discussion: **Organizational chart, administrative services recommendations**
3. Continued discussion: **Asset Transfers**
4. **Prepare for Council presentations**
  - **Council Presentations:**
    - **Committee Recommendations:** **Governance, RFA name, Org Chart**
    - **Update on Financial plan/approach**
    - **Plan for second round of public engagement**

**June 27 | Meeting #9**

1. Continued discussion: **Financial Plan** —Council feedback, refine options
  - a. **Fire Benefit Charge Formula**
2. Continued discussion as necessary: **Asset Transfers**
3. Continued discussion as necessary: **Governance**
4. **Public Engagement Round two: proposed approach, content**
5. **Go – No Go Decision**
  - **Second Round Public Engagement Session(s)**

**July 11 | Meeting #10**

1. **Review of public feedback**
2. Continued discussion/Recommendation: **Financial Plan & FBC Formula**
3. Discussion of Remaining Issues
4. **Preparation for Council presentation**
  - **Council Presentations:** **Public Feedback update, preferred finance option**

**July 25 | Meeting #11**

1. Discussion of Council input
2. Discussion of remaining RFA Plan issues
3. Schedule Review & Confirmation

**August 8 | Meeting # 12 [ hold] –**

**August 22 | Meeting #13 [cancel] use for staff work.**

### September 12 | Meeting #12

1. Review **draft RFA plan**
  2. Election funding costs, public education plan & funding
  3. [Plan for Council session introducing RFA Plan, outreach/election issues](#)
  4. Process/timing for engaging election public outreach consultant
- **Council Presentations: Proposed RFA Plan, Discussion of public outreach plan/funding, election funding**

### September 26 | Meeting #13

5. **Finalize draft RFA plan** based on Councils' input & direct staff to transmit for consideration
  6. Selection of [public outreach consultant](#) for election/public education phase
- **Council Presentations: Final RFA Plan, Election Schedule Confirmation**

### October 10 | Meeting #14


1. Discuss Council feedback
2. Meet with [public outreach consultant](#)

### October 24 | Meeting #15

Other items as needed

Committee may or may not continue meeting to oversee preparations for election/public outreach.

## RFA Timeline Options, Recommendation for RFA Planning Committee, April 11, 2022

Election and Levy Start Options/ Timeline				
Working backward from election date...			Working forward from election date....	
<i><b>Election date</b></i>	<i><b>Date by which election measure must be submitted to County Elections Dept.</b></i>	<i><b>Date by which Council/Commission should begin deliberations on Final RFA Plan, election resolution</b></i>	<i><b>Annexation effective date</b></i>	<i><b>Levy Start Date (Service start date can be as specified in ballot measure.)</b></i>
February 2023 Election	2 <sup>nd</sup> week of December	October (given budget deliberation overlap)	By August 1, 2023	Jan. 2024
 <b>April 2023 Election</b>	<b>Last week of February</b>	<b>November 2022 (budget implications)</b>	<b>By August 1, 2023</b>	<b>Jan. 2024</b>
August 2023 Election	2 <sup>nd</sup> week of May	February 2023	By August 1 2024	Jan. 2025
November 2023 Election	1 <sup>st</sup> week of August	Spring 2023	By August 1, 2024	January 2025

**Issue:** What is the RFA Planning Committee's recommended timeline and target election date and effective date for the project?

**Options:** The table above indicates options associated with each election date in a calendar year.

**Recommendation:** The blue arrow/yellow shaded row above (and table below) indicates the timeline discussed to date and recommended by the staff team targeting an April 2023 election date and start date to the RFA no later than August 1, 2023.

Recommended Schedule Summary	
RFA Planning Committee Submits RFA Plan to Councils for Action	October 2022
City Councils deliberate	October 2022-February 2023
Councils act to approve Plan and place RFA measure before voters	By Late February 2023
Election	April 2023
RFA Effective Date	No later than August 1, 2023
RFA taxes, charges imposed	January 2024

The main advantages to this timeline are:

1. Sufficient time for the RFA Planning Committee to complete its process
2. Sufficient time for City Councils to deliberate on the plan, and its connection to the city budget.
3. Minimize the time between the vote and the point at which RFA taxes begin to be collected. (The Cities must fund the RFA operations until RFA revenues can take over.
4. Avoid a February election that typically has school district levies on it.

**Committee Recommendation?** (Recommendation will be included in the 4/19 Council presentation for Council concurrence)

**Key Points related to this Option:**

- The RFA is created as a legal entity on August 1, with responsibility to provide fire service within its territory.
- The RFA must exist in order to request taxes be imposed. The deadline to ask for the taxes is August 1 preceding the year in which the taxes start. So the RFA needs to come into existence and immediately request taxes be imposed the following year no later than August 1.
- The RFA also needs to be ready to submit the parcel-by-parcel Fire Benefit Charge information in November of the year before the FBC is imposed.
- The RFA can start charging fees for service immediately and should also have all contracts assigned over to it from the Fire Departments/Cities effective August 1.
- Tax and FBC revenues don't arrive at the RFA until May 2024 (See below).
- In the recommended schedule, there are only 3 months of time from election to the date the RFA needs to stand up. This is a short time and will be very busy. Transition tasks include (partial list):

Tasks that must happen by start-date of the RFA:

- Governance board appointments by each city
- Setting up payroll for the RFA employees
- Adopting personnel policies
- Getting a taxpayer ID for the agency
- Opening bank accounts
- Transferring title to fire department assets
- Assigning all contracts over to the RFA from the Cities

Other start-up tasks that can take longer:

- Unifying the labor contracts into a single, new contract
- Changing locks on facilities
- New patches for uniforms, signage on vehicles, facilities
- Setting up IT systems

## DRAFT Statement of Shared Values and Principles

*Redline showing Committee input from 3.28.23*

*Proposal is to share this with the City Councils at the 4.19 meetings*

The following statement of shared values and principles to guide us in developing a plan for an RFA to be created by [the Olympia and Tumwater RFA Planning Committee](#)

*Values and Principals are not presented in rank order of priority.*

**Our Values Include:** [\(note: for ease of reading the re-ordering is not redlined\)](#)

1. **Ensuring operations meet or exceed current service levels in terms of their ability to support a safe and healthy community.**
2. **Providing a safe, supportive and professional environment for our first responders.**
3. **Participatory Governance.** Jurisdictions which are part of the RFA should have a meaningful voice in the operating decisions of the RFA. The RFA Board should seek to make decisions by consensus whenever possible.
4. **Pro-Active Oversight, Planning and Continuous Improvement.** We are committed to planning for the future and proactively identifying and addressing the needs of our communities, identifying and implementing ways to better meet those needs.
5. **Promoting interagency collaboration, communication and strong working relationships.** The RFA will act in the collective best interests of all its public safety partners, not just those served by the RFA.
6. **Making data-driven decisions.** The RFA should take strategic action based on the facts after a thorough and objective analysis of the issues.
7. **Being an effective and efficient steward of public funds.**
8. **Affordable and sustainable financial model.** The RFA should implement an affordable and sustainable financial model that can facilitate consistent service levels over time as the community served continues to grow.
9. **Strong engagement with our local communities.** The RFA should be a positive and engaged member of the communities it serves with pro-active outreach to the public.

**Our Operating Principles Include:**

- A. [The RFA Board will be committed to the success of the RFA and will be engaged in actively learning and understanding the work of the agency.](#)

~~A.~~B. We will strive to operate nimbly, with the ability to make decisions and respond quickly when necessary.

~~B.~~C. We seek to understand and address the unique needs of the communities we serve. We strive to address these needs equitably in all operating and financial decisions.

~~C.~~D. We work to attract, develop and retain high quality staff.

~~D.~~E. We will ensure all City Fire Department staff in good standing at the time of annexation are offered at least equivalent positions within the RFA.

~~E.~~F. We will retain the history and identity of the Olympia and Tumwater ~~{City}~~ Fire Departments after the annexation, through maintaining existing ~~{City}~~ Fire Department signage on vehicles and stations in each member ~~the~~ City.

~~F.~~G. We strive to employ rigorous quality assurance and reporting practices.

~~G.~~H. We manage agency budgets to control or reduce costs.

~~H.~~I. We seek to limit spikes in budgets from year to year, by use of planning capital investments over time, developing reserves and other means.

~~I.~~J. We commit to being transparent, accessible and responsive to our customer agencies and the public.

~~J.~~K. In contracting to provide services to other agencies, we are mindful of our own costs of service: communities within the RFA boundaries should not incur additional costs from these external service contracts.

# Facilities, Apparatus and Equipment Options, next steps

Olympia Tumwater RFA Planning Committee

April 11, 2022

Karen Reed, John Doan, Jay Burney

# This presentation will cover:

- Overview of what happens to Fire Department assets when an RFA is created
  - Facilities: 6 fire stations, training center, vehicle repair facility
  - Apparatus: fire trucks, vehicles, boats
  - Equipment: what the Firefighters wear into incidents, supplies on trucks.
- Key issues
- Next steps



# Facilities, Apparatus and Equipment

Facilities	Apparatus/Equipment
<p>Member agencies can:</p> <ul style="list-style-type: none"> <li>• Retain title</li> <li>• Transfer to RFA as is/where is</li> <li>• Transfer to RFA for a fee/sell</li> <li>• Lease to RFA</li> <li>• Retain some use rights</li> <li>• Retake title if facility no longer used for fire purposes (for free or a price, since it probably means a new station will be build)</li> </ul> <p><i>(note: transfer of Real property exempt from Real Estate Excise Tax)</i></p>	<p>Member agencies can:</p> <ul style="list-style-type: none"> <li>• Retain title</li> <li>• Transfer to RFA as is/where is</li> <li>• Lease to RFA</li> <li>• Sell to RFA</li> </ul> <p><i>(note: transfer of Assets not subject to sales/use tax)</i></p>

On the theory that the taxpayers have already paid once for these assets, transfer of facilities “as is/where is” is fairly common, but other options have been used. Apparatus and equipment are typically transferred at no cost, *as is/where is*.

# Key issues

- Conditions of transfer
  - “As is/where” is or?
  - Free or for a price?
  - “don’t make the taxpayers pay twice for the same asset”
- If there is **debt** associated with any facility/apparatus, review debt terms to see whether
  - Asset can be transferred to RFA
  - If RFA can assume the debt, or debt would need to be paid off and the repayment assumed by the RFA
  - If debt can’t be assumed or asset can’t be transferred, plan on a lease arrangement.
- Underlying land – environmental/other liabilities assumed by RFA or?
- RFA will need legal counsel to approve/review documents
- What’s the basis/valuation of the asset on transfer?

# Questions?

# Next Steps

- Inventory assets, review debt terms
- Develop proposal for Committee's review
- Initial principles for approach:
  - Don't make taxpayers pay twice
  - Shift as many assets as possible to RFA, retaining right to get land back if it is no longer used.

# RFA Administration Staffing Initial Scoping Discussion

Olympia-Tumwater RFA Planning Committee

April 11, 2022, Meeting

Presenters: Karen Reed, Bill Cushman, Chief Hurley, Chief John

# This presentation will cover:

- Why we need an administrative structure for the RFA
- What we may need to do initially
- Four examples of administrative structures from other fire agencies
- Next Steps

# What's the role of the administration?

- Just like in your City, in an RFA there needs to be a group of staff (or contract capability) in place to do things like:
  - Set up and administer the agency's finances
    - Accounts receivable, payments, tax filings, budget development, etc.
    - FBC planning and billing each year
  - Set up and provide human resources services
    - Secure health care plans, manage retirement benefits, health care benefits, sick pay, vacation pay, etc.
    - Track benefits for each employee
    - Deal with conflicts
    - Negotiate labor contracts periodically
  - Manage and maintain the agency's facilities and equipment ....and....

# Administration Role in the RFA, cont'd.

- Provide legal counsel to the RFA
- Manage public records requests
- Provide administrative support to the Administration Staff
- Provide administrative support to the RFA Board
- Manage procurement of assets, equipment, contractors
- Provide public information services
- Acquire and maintain IT systems, equipment
- Acquire and maintain phone, internet, other office support systems
- Manage contracts (dispatch, vehicle repair, ports, state, etc.)



# Initial start-up:

- The project schedule calls for an election in late April 2023, and if approved by voters, the RFA being created no later than August 1, 2023.
- There will be only 3 months between the election and the start-date for the RFA.
- It is unlikely that all needed administrative staff and equipment can (or should) be hired/procured in that time.
- So, short term contracts for administrative support will be needed from the Cities, while the additional staff are hired and systems put in place.

# Administrative Costs Example 1

• <b>Executive Division</b>	<b>\$460,101</b>
• Fire Chief (and Commissioner stipends)	
• 1FTE	
• <b>Administrative Support</b>	<b>\$942,232</b>
• 2 FTE	
• <b>Finance Department</b>	<b>\$469,543</b>
• 3 FTE	
• <b>Human Resources</b>	<b>\$566,540</b>
• 4 FTE	
• <b>Support Services</b>	<b>\$563,524</b>
• 3 FTE	
• <b>Logistics</b>	<b>\$1,872,761</b>
• 4FTE	
• <b>Information Technology</b>	<b>\$669,126</b>
• 2 FTE	
• <b>Total Admin Costs:</b>	<b><u>\$5,543,827</u></b>
• <u>19 FTE total</u>	

All examples presented include the Fire Chief and an Assistant Chief in the Administrative staffing FTE count.

# Administrative Costs Example 2

FD 1	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7
<b>Administration</b>							
Staffing	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Labor	938,168	997,272	1,029,185	1,062,119	1,096,106	1,131,182	1,167,380
M&O	353,611	360,683	367,897	375,255	382,760	390,415	398,223
<b>Total</b>	<b>1,291,779</b>	<b>1,357,955</b>	<b>1,397,082</b>	<b>1,437,374</b>	<b>1,478,866</b>	<b>1,521,597</b>	<b>1,565,603</b>
<b>Prevention / Investigation</b>							
Staffing	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Labor	792,038	841,937	868,879	896,683	925,377	954,989	985,548
M&O	61,842	63,079	64,340	65,627	66,940	68,279	69,644
<b>Total</b>	<b>853,880</b>	<b>905,016</b>	<b>933,219</b>	<b>962,310</b>	<b>992,317</b>	<b>1,023,267</b>	<b>1,055,193</b>

9 FTE

Year 1 total: \$2.15M

Year 7 total: \$2.62M

# Administrative Costs Example 3

<b>RFA 2</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Yr 3</b>	<b>Yr 4</b>	<b>Yr 5</b>	<b>Yr 6</b>	<b>Yr 7</b>
<b>Commissioners</b>							
Staffing	5.25	5.25	5.25	5.25	5.25	5.25	5.25
Labor	91,195	94,387	96,746	99,165	101,644	104,185	106,790
<b>Administration</b>							
Staffing	7.25	7.25	8.25	8.25	8.25	8.25	8.25
Labor	1,014,773	1,050,265	1,215,917	1,246,342	1,277,528	1,309,494	1,342,260
<b>Community Service</b>							
Staffing	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Labor	152,886	158,187	162,194	166,301	170,514	174,833	179,261
<b>Community Risk Reduction</b>							
Staffing	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Labor	379,062	392,316	402,138	412,205	422,524	433,102	443,945

16 FTE -- including  
5 commissioners

Year 1 total: \$1.64M  
Year 7 total: \$2.07M

Commissioners get a  
monthly stipend,  
maximum rate set by  
statute.

# Administrative Costs Example 4

<b>RFA 3</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Yr 3</b>	<b>Yr 4</b>	<b>Yr 5</b>	<b>Yr 6</b>	<b>Yr 7</b>
<b>Commissioners</b>							
Staffing	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Labor	204,542	216,815	229,824	243,613	258,230	273,723	290,147
M&O	35,894	36,612	37,344	38,091	38,853	39,630	40,422
Total	240,436	253,426	267,167	281,704	297,082	313,353	330,569
<b>Administration</b>							
Staffing	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Labor	917,052	972,075	1,030,400	1,092,224	1,157,757	1,227,223	1,300,856
M&O	270,920	276,339	281,865	287,503	293,253	299,118	305,100
Total	1,187,972	1,248,414	1,312,265	1,379,726	1,451,010	1,526,340	1,605,956
<b>Human Resources</b>							
Staffing	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Labor	604,371	640,633	679,071	719,815	763,004	808,784	857,311
M&O	200,797	204,813	208,909	213,088	217,349	221,696	226,130
Total	805,168	845,446	887,980	932,903	980,353	1,030,481	1,083,442
<b>Public Information (PIO)</b>							
Staffing	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Labor	169,864	180,056	190,860	202,311	214,450	227,317	240,956
M&O	171,048	174,469	177,959	181,518	185,148	188,851	192,628
Total	340,913	354,525	368,818	383,829	399,598	416,168	433,584

20 FTE – including 7 commissioners

Year 1 total: \$2.57M  
Year 7 total: \$3.45M

# Next steps

- Staff will develop a proposal for how to handle the initial few months with city support (services, costs).
- Staff will also develop a staffing model and cost estimate to be included in the financial model for how these administrative costs will look on an ongoing basis.

# 1<sup>st</sup> Round of Olympia Tumwater RFA Public Engagement

Proposed Program	
<b>Who</b>	Olympia and Tumwater communities
<b>What</b>	Community Information Meeting. Basic information ("RFA 101"), consistent with Council presentation content with Q&A opportunity for attendees.
<b>When</b>	May 19, 2022; 5:30 or 6 p.m. start time; 1 hour (no longer than 90 minutes).
<b>Where</b>	Remote Meeting cohosted by cities of Olympia and Tumwater Zoom Webinar set up. Olympia will provide the Zoom link.
<b>Why</b>	Required by statute. Create opportunities for public inquiry and input on development of the RFA plan.
<b>How</b>	Cities host informational meeting with moderated discussion, a subject-matter experts, and Q & A segment. Committee members may attend but are not part of the program.

# Olympia Tumwater RFA Planning Committee Report to City Councils

April 19, 2022

Jay Burney, City Manager, City of Olympia

John Doan, City Administrator, City of Tumwater

Karen Meyer, The Athena Group

Karen Reed, Consultant to the RFA Planning Committee



# Tonight's presentation

- Regional Fire Authority (RFA) Overview
- Mission of the RFA Planning Committee
- Issues the RFA Planning Committee is working through
- Overview of finance and governance options for RFAs
- Seeking Council support for:
  - The proposed project schedule
  - A statement of values & principles to guide our work on governance
  - Plan for an initial round of public outreach

# Regional Fire Authority Overview

- A Regional Fire Authority (RFA) is a separate independent unit of local government, created by the voters, with the authority to provide fire and EMS services, impose taxes and collect fees and charges
- An RFA has essentially the same powers in terms of service provision and revenue collection as a fire district
- The key difference is that RFAs have great flexibility in how they can structure their governance board
- The RFA statute (Ch. 52.26 RCW) was first passed in 2004
- There are currently 13 RFAs in the state, including 1 in Thurston County (West Thurston RFA)

# Creating an RFA

**Step 1:** any 2 or more local government agencies in close proximity to one another that have authority to provide fire/EMS service can jointly decide to create an **RFA Planning Committee**. The committee must include 3 elected officials from each participating agency.

**Step 2:** The RFA Planning Committee develops a proposed plan for how the RFA will be governed, staffed and funded, and what services it will provide.

**Step 3:** The RFA Plan is submitted for approval by the participating agencies' legislative bodies (the City Councils).

**Step 4:** If the legislative bodies approve the Plan, it is submitted to the voters. Voters in the entire RFA must support (majority in each city is not required). Threshold for approval depends on financing model.

# RFA Planning Committee Members

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

# Mission of the Planning Committee

The mission of the Planning Committee is to **create and propose** to the City of Tumwater and the City of Olympia **a plan** (“Plan”) for a regional fire authority encompassing the entire territory within the jurisdictional boundaries of the two cities, including the proposed governance, design, financing and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or systems, all as authorized by Ch. 52.26 RCW. The Planning Committee is advisory to the Mayor and City Councils of each City.

# Planning Committee Issues

- What services should be provided? At what service levels?
- Are additional apparatus or facilities needed in the next few years in order to maintain desired service levels?
- What does the organizational chart look like?
- Where will each current Fire Dept. employee be placed in the new organization?
- How should the RFA be funded?
- How should the RFA be governed?
- If the Plan is approved by the City Councils, when should the RFA measure be placed before the voters?
- What input does the Council have on these issues?
- What input does the public have on these issues?

# Work accomplished to date

- Committee Charter Approved
  - Voting rules, quorum, chair, vice-chair
  - 2 of 3 voting members from both Cities required to approve RFA Plan for Councils' consideration
- Initial Communications plan approved
  - linked website approach and basic website materials approved – email address for any questions/comments from the public
- Work plan approved
- Recommended project timeline approved\*
- General financing options reviewed
- General governance options reviewed
- Recommended Values & Principles statement adopted\*
- Plan developed for first round of public engagement\*

*\*items we are seeking Council support for tonight*

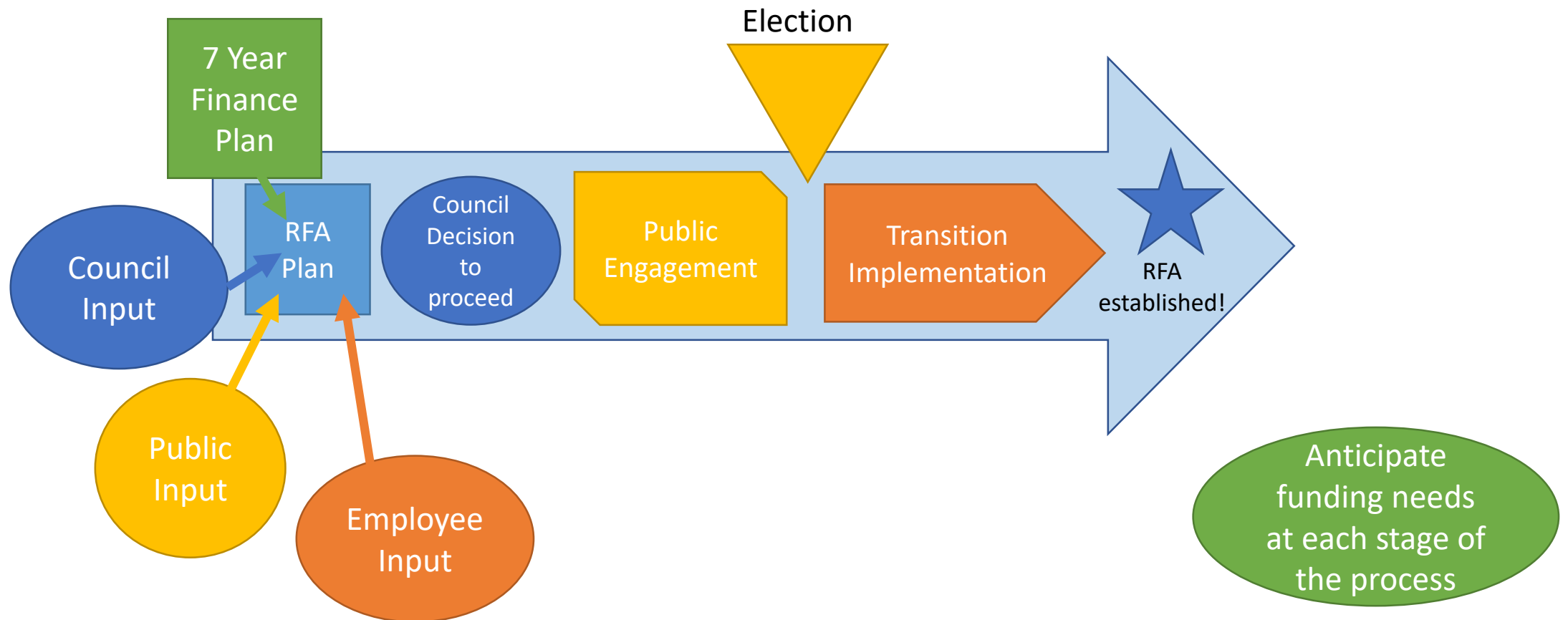
Questions?



# RFA Planning Committee Timeline & Process

- The RFA Planning Committee is *advisory to the City Councils*.
- The RFA Planning Committee began working on the RFA Plan in January 2022
- The Committee will meet twice a month
- There are 2 rounds of public input proposed in the development of the Plan (more after it is finalized)
- There are 4 separate presentations planned for each City Council along the way, to get input on the Committee's proposals
- **The proposed timeline calls for submitting the RFA Plan to the City Councils in October 2022**

# Creating an RFA is larger than the Planning Committee's work.



# Recommended Timeline to Vote on the RFA, and to Establish the RFA

- The Committee's recommended timeline calls for placing the RFA ballot measure before the voters at the **April 2023 election**, and **establishing the RFA by August 1, 2023**

Recommended Schedule Summary	
RFA Planning Committee submits RFA Plan to Councils for action	October 2022
City Councils deliberate	October 2022-February 2023
Councils act to approve Plan and place RFA measure before voters	Late February 2023
Election	April 2023
RFA Effective Date	By August 1, 2023
RFA taxes, charges imposed	January 2024

# Why aim for an April 2023 election?

- The Committee cannot complete its work before October 2022.
- The City Councils need a reasonable amount of time to deliberate and engage the community about the proposed RFA Plan.
- This schedule minimizes the time between creation of the RFA and the point that revenues can be collected to support the RFA.
- As a new taxing jurisdiction, the RFA must be created and act to request taxes by August 1 of the year preceding the imposition of those taxes.
  - An August or November election delays by 1 year the time when the RFA's revenues start.
- The Cities will need to fund the RFA before the RFA's taxes are received.

# Questions?

- Is the Council comfortable with the Committee continuing its work consistent with the proposed timeline?

Recommended Schedule Summary	
RFA Planning Committee submits RFA Plan to Councils for action	October 2022
City Councils deliberate	October 2022-February 2023
Councils act to approve Plan and place RFA measure before voters	Late February 2023
Election	April 2023
RFA Effective Date	By August 1, 2023
RFA taxes, charges imposed	January 2024

# More on RFA Funding...

## Voter Approval Threshold Required Depends on Financing Model

RFA's have 2 major options in terms of how they are funded:

### Option 1:

- Fire Levy of up to **\$1.50\***
- Emergency Medical Services (EMS) Levy revenue
  - RFA would get a share of the County's EMS levy
- Fees for service

\* Fire levy is a property tax

### Option 2:

- Fire Levy of up to **\$1.00\***
- **Fire Benefit Charge**
- EMS Levy Revenue
- Fees for Service

Option 2 can generate more revenue, but if a **Fire Benefit Charge** is part of the initial funding proposal, **60% voter approval** is required to create the RFA. Under Option 1, only 50%+1 is required. **Initial review indicates an FBC will be needed: \$1.50 will not generate sufficient revenue to support the combined departments.**

## Finance options questions

- Committee's next steps here: Review and provide input into development of the 7-year financial model
  - What is the recommended administrative staffing and support model?
  - What level of reserves are needed?
  - How much cash flow is needed and how should it be provided?
  - What additional resources will be required to maintain service levels? When should those be planned for and how much will they cost?
  - If a fire benefit charge is needed, how should the formula be structured?

*The Committee will provide all this information to Councils for your review and concurrence in developing the RFA plan.*

# Governance – issues & options

- Deciding how the RFA Governance Board is structured is a major topic for the RFA Planning Committee.
- Key issues are:
  - How many board members? What vote does each have?
  - How are positions filled – by voters directly? Or appointment of elected officials from member agencies?
  - Length of office terms?
  - Allocation of seats between participating agencies?
  - Transition of the board over time?
  - What if other agencies join the RFA? How should governance change?
- The RFA Statute (Ch. 52.26 RCW) is very flexible in terms of governance options available to you.



# RFA Governance Options

An RFA Governance Board can be comprised of:

1. Elected officials from member agencies
2. Persons directly elected **At-Large** by the voters of the RFA
3. Persons directly elected by **District** by the voters of the RFA
4. A mix of any or all of the above

*The initial board must be comprised of elected officials from member agencies. The board can transition over time to another structure if desired.*

*There is no maximum board size prescribed by law. Terms of office cannot exceed 6 years, and terms must be staggered to avoid the entire board being up for election all at once.*

## Governance of the RFA --- Committee Process Steps

**Step 1:** Agree on guiding values and principles

*Attached in packet --- Council input?*

**Step 2:** Develop a small number (3-5) of options consistent with those values and principles

*Review these options with City Councils, get input*

**Step 3:** Select a preferred option

*Review this with City Councils for concurrence*

## Governance Questions?

- Is Council comfortable with the Committee continuing its governance discussion consistent with the **Values & Principles statement**?
- Next step: Develop a set of potential governance board structures for Councils' review and input

# 1<sup>st</sup> Round of Olympia Tumwater RFA Public Engagement

Proposed Program	
Who	Olympia and Tumwater communities
What	Community Information Meeting. Basic information ("RFA 101"), consistent with Council presentation content with Q&A opportunity for attendees.
When	May 19, 2022; 5:30 p.m. start time; 1 hour (no longer than 90 minutes).
Where	Remote Meeting cohosted by cities of Olympia and Tumwater Zoom Webinar set up. Olympia will provide the Zoom link.
Why	Required by statute. Create opportunities for public inquiry and input on development of the RFA plan.
How	Cities host informational meeting with moderated discussion, a subject-matter experts, and Q & A segment. Committee members may attend but are not part of the program.

Questions or comments on proposed first round of outreach?

Is Council comfortable with the Committee and staff team proceeding as proposed?

Thank you!

# **Comparison of Olympia and Tumwater Fire Dept. – Staffing, Service Area, Population, Calls for Service, Response Times, Stations, Programs, Apparatus & Vehicles**

(Apr. 2022)

	Olympia	Tumwater
<b>Population (2022 OFM Est.)</b>	55,000	25,360 (2021 OFM)
<b>Square Miles</b>	20.09	17.78
<b>Assessed Value (Taxable)</b>	\$8,991,702,610	\$4,649,454,436
<b>Form of Government</b>	Council / Manager	Mayor/Council
<b>Last 2 ballot measures (year, topic, result)</b>	<p><b>February 13, 2018:</b> Sales and use tax increase for Home Fund, approved at 63.32%.</p> <p><b>November 7, 2017:</b> Public Safety Levy, approved at 64.24%.</p>	<p><b>Nov. 6, 2018</b> Metropolitan Parks District and 75 cents tax rate - 52.86% Yes Vote</p> <p><b>April 24, 2018</b> Fireworks Ban Repeal - 63.5% No Vote</p> <p><b>Nov. 8, 2016</b> Advisory Vote on Fireworks Ban - 50.35% Yes Vote</p> <p><b>April 28, 2015</b> Transportation Benefit District - 68.18% Yes Vote</p>
<b>Budget Cycle (annual, biennial)</b>	Annual	Biennial
<b>Annual General Fund operating budget (2022)</b>	\$96,478,627	\$39,567,383
<b>City general levy rate (2022)</b>	\$2.2141/\$1,000 A.V.	\$2.255348/\$1,000 A.V.
<b>Fire Dept. share of operating budget (2022)</b> (does not include a share of central city administrative costs)	\$18,812,866	\$8,178,028
<b>Excess Levy Rate for Fire Capital Bond</b>	\$0.1182	N/A

## Overview of Fire Dept. Operations

Item	Olympia	Tumwater
<b>Staff</b>	102 FTE— 0 PTE Chief Officers: 8 Support: 4 Volunteers: 3 (unbudgeted)	47 FTE – 0 PTE Chief Officers: 2 Support: 1 Volunteers: 5
<b>Service Area Size (same as city?)</b>	20.09 square miles	17.78* also serve Thurston County through Medic One Contract
<b>Population Served (same as city?)</b>	55,000	25,360*
<b>Calls for Service (2020 or most recent)</b>	13,841	5926 (2021)
• EMS	8532	4394
• Fire	319	90
• Service	4909	396
• Cancel/Other	81	1046
<b>Fire Stations (#, year built, year of last major renovation if any)</b>	4	2 T1-2001, T2-1994
<b>Any debt associated with fire department assets</b> (year, asset, amount outstanding) (use attachment if needed)	Station 04, Issue Year 2019 10 Year Term \$8,386,750 Remaining  Ladder Truck V#378, Issue Year 2019 15 Year Term \$1,925,594 Remaining	Fire Truck #2 from L3 2019-2027 Principal 3/22/22 \$527,891
<b>Accreditation status</b>	N/A	N/A
<b>WSRB Rating</b>	Class 2	Class 4, 2023 review

## Program Certifications

	ALS	BLS	Ladder	Water Rescue	Tender	Haz Mat	Structural Collapse/ Technical Rescue	Other
<b>Olympia</b>	Yes	Yes	Yes - 2	Yes	No	No	Yes	Wildland
<b>Tumwater</b>	Yes	Yes	No	No	No	No	Yes	Wildland



## Other services offered

	Olympia	Tumwater
<b>Public Education</b>	Yes	Fire extinguisher training, CPR, car seat inspection, fire safety school visits
<b>Community Paramedic/CAREs</b>	In development	Under consideration

2022 budgeted revenue (major ongoing grants/fees for service (EMS, GEMT, FMO, contracts)

Source/Description notes	Est. Revenue 2022
<b>Olympia</b>	
State contract	\$1,449,500
Fire Prevention	\$551,112
Training Center	\$198,830
VRF	\$926,623
False Alarms	\$25,000
Medic One	\$2,695,400
SORT revenue from Public Works	\$80,373
EM Grant	\$29,478
Dept. of Health Grant	\$1,260
<b>Tumwater</b>	
Medic One (ALS)	\$2,784,841
Fire Prevention	\$35,000

Contracts to provide fire/EMS service to other agencies/jurisdictions

*(agency/type of services provided)*

Olympia	Tumwater
Auto and Mutual Aid	Auto and Mutual Aid Aircraft Rescue Fire Fighting (Port of Olympia)
	Staff Medic 14 in South Thurston County to provide ALS coverage (Medic One contract)

Contracts to purchase/provide operational services (fleet maintenance, etc.) from/to other agencies (*agency/type of services*)

Olympia	Tumwater
Vehicle Repair Facility provides service to most fire agencies in Thurston County	Contract with Olympia for vehicle fleet maintenance
Training Center Contracts	Contract with Olympia for use of Mark Noble Regional Training Center

## Response Time Goals and Performance

Olympia	Tumwater
(Standard: 6 minutes 90% of the time) Reflects the time for firefighters to arrive at 9 out of 10 calls, recording response time for 9 out of 10 calls is an industry standard. Current response time 10:47 90% of the time.	<i>GOAL: To deliver emergency services in a safe and efficient manner, with a response time (turnout time plus travel time) to arrival on scene of 7 minutes or less, 90% of the time, emphasizing a safety culture at all time. (2016 Strategic Plan)</i> Current response time for the City is 9:38 90% of the time

## Medic 1 / BLS / Private Ambulance

- Does the Department use private ambulance services today?
- Does the Department operate a Medic 1 ALS unit?
- Does the Department conduct its own patient transports today? ALS? BLS? Both?
- What is the collection policy with respect to transport fees? (in brief—do you seek collection beyond insurance reimbursement?)

Olympia	Tumwater
<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes – 2</li> <li>• ALS only. BLS provided by private service</li> <li>• No collection</li> </ul>	<ul style="list-style-type: none"> <li>• Private Ambulance – Yes</li> <li>• 2 Medic Units, one stationed in South County</li> <li>• ALS transport only. BLS transport provided by private service</li> <li>• Currently do not bill for transport</li> </ul>

## Apparatus and Vehicles

Olympia	Front Line	Reserve Units		Tumwater	Front Line	Reserve Units
<b>Fire Apparatus</b>				<b>Fire Apparatus</b>		
Ladder truck	1	1		Ladder Trucks -	0	0
Fire Engines –	4	4		Fire Engines -	2	2
Fire Tenders	0	0		Fire Tenders -	0	0
<b>EMS Apparatus</b>				<b>EMS Apparatus</b>		
Medic Units -	2	1		Medic Units -	2	2
Aid Units -	1	0		Aid Units -	0	0
<b>Staff Apparatus</b>				<b>Staff Apparatus</b>		
Chief's vehicle	1			Chief's vehicle	1	
Asst/Deputy Chief vehicles	3			Dep./Asst. Chief vehicles	1	
Battalion Vehicle	2			Battalion vehicle	1	
Staff vehicle	12			Staff Vehicle	1	1
Support Unit	4			Support Unit	1	
Utility				Utility		
Other				Other		
<b>Brush Apparatus</b>	1	0		<b>Brush Apparatus</b>	0	0
<b>Other special apparatus (boats, etc.)</b>	1 inflatable boat			<b>Other special apparatus (boats, etc.)</b>	ORV, MCI Trailer	

## Olympia - Tumwater RFA Planning Committee

## RFA Committee Action, Decision, Question Log

**March 28, 2022**

**Councilmembers:** Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff, Jim Cooper

**Staff:** Erika Stone, Chief Brian Hurley, Olympia City Manager Jay Burney, James Osberg, Tumwater City Administrator John Doan, Chief Mark John, Steve Busz

**Consultant Team:** Karen Meyer, Karen Reed,

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	
Internal/External website, social media, news release discussion	John Doan, Jay Burney	<p><b>Jay-</b>Meeting with Tumwater/Olympia communication this week and work with communication strategies for outreach.</p> <p><b>John-</b>City of Tumwater webpage updates with meetings and packets. Tumwater committed to maintain on behalf and Olympia will just link to ours. Email address for questions on the website also.</p>

**Questions:****Communications Plan**

- Fire Chief Meetings in Thurston County can this be added to as a topic on one of these meetings?
  - There has been conversation amongst leadership and area departments and can bring this up on next meeting.
- When will we be going out to the public and is that on the work plan and when does that happen?

- Four touches with the council and two outreach and has dates and periods for each touches in the work plan that we will review in next meeting.
- Another outreach to inform the community about the RFA.
- Briefing before decision around campaign rules and planning committee, good as a reminder for the rules.

### Financial Discussion

- Is there a way to get the voter approval numbers for the Fire Districts that started with an FBC charge and how much they won by (Generally 60% Minimum).
- Boundary of the RFA can we ask the voters to keep the boundaries or do we need to do annexations when cities grow?
  - Can only create RFA with your own jurisdictions.
  - As you annex the areas you annex are pulled into the RFA no need to get their vote can write this into the plan.
- Cities and other jurisdictions are putting in resiliency reserves is that something that needs to go into this?
  - Bill Cushman can speak to this, we can add in emergency reserve and size it with that in mind.
- Include in talking points moving along equipment replacements and the growth. Both cities do not have a good equipment replacement plan and that is one of the most expensive things besides personnel.

### Chiefs Statement

- More on number 2, more context what does that mean one or two more sentences.
- More on number 1, what is the response time, examples, cultures and examples.
- If we can add a human element, response time, or staff and use that messaging and how we build upon that.
- Great one page, building on it some more for communication without losing our audience.
- Maximizing administrative and operational efficiency, using plain talking with some of the words.

### Agency Comparison (intended audience is Committee, but may be used for communications plan)

- Big discussion point for Olympia to stay at a FSRB rate 2, is there a way to get reviewed as we go in to avoid a delay and rate increases? Important to tell this story and what it means for the public.
  - Brian has a meeting this week for this and was going to ask that question and get more information.
- Medic One BLS \$ is incorporated already in Tumwater \$2.7, remove \$50K
- Contract with the port for the airport?
  - Tumwater doesn't have a contract since 2007. Likely have an agreement in place soon.
- Would the revenue scenario for RFA include billing for transport?

- It could, Olympia is working on a BLS transport proposal. Presenting the next 30 days to council BLS transport. Private ambulance transport has been unavailable and units are then held back to transport.
- Adding a BLS transport would it help the response times? Would adding a 7<sup>th</sup> station help with this problem?
  - Reduce call volume or add resources to the system. Will take time to determine how many resources would be needed. CARES program to help with some of these BLS calls and referrals from the system to reduce call volumes.
- Is the CARES program funded and reflected in the Olympia numbers above?
  - No it would be an additional program but there are state and federal tax dollars available for these programs. CMS ground transport through medicare funding available.
- Campaign plan and marketing for Tumwater as well BLS transporting need.
  - Mark John has shared information with Chief Hurley and if Tumwater started with Olympia's program it would be moved with the RFA.
  - Finance meeting in April will go over this some more, details and can send Lisa Parshley an email and get the email packet.
- FD CARES and BLS transport would be a priority for the FD and for both agencies.
  - Can add these especially with offsetting grant revenues and Karen Reed can model this to show it.
- Debt payments for Olympia is that in FD budget or a separate debt payment the city makes?
  - Its separate not part of the FD Budget.
- Discrepancies in vehicles are there different policy difference that is driving the disparity?
  - Per capita, and a good number of vehicles in Olympia are inspectors. Some are policy decisions made over the years with the inspection program in general. ASST Chief, Fire Marshall, and 3 inspectors.
  - Both do annual inspections, but Olympia does new construction review that Tumwater Community development does. That would be a nuance we would need to figure out.
    - Was that revenue accounted for in this document? Or would that need to be considered?
      - Sprinkler inspection in fire budget, part of building review fee is not separated out.
- Do we need to make all policy changes in advance before we give it to voters or do they come after the fact?
  - You could keep different policies in place, but would need to sort how the Fire Marshall services are handled and how financials work for the community. Does not have to be identical can remain local decision.
- Olympia- Staff Vehicles are 12, Battalion vehicles are 2.

## Governance

- At large, can you set up a district or does it have to be at large?
  - If you have districts they have to be equal in population and encompass the RFA.
- Tumwater is not use to districting, we have to calibrate that as it goes which has costs included.

- Roughly every decade, consultants are not terribly expensive and have to keep them up to date.
- If we set this RFA up and Lacey FD decides to join can you flip to districting at that point?
  - Yes you can.

#### **Draft Statement of Shared Values and Principals**

- #2 be #1 and #8 be #2, they are not numerically ranked.
- Public safety piece is not clear here, a lot of government jargon. Flesh out #2 that this is reason we are here is public safety.
- Governance board when it is all set, they are committed to the operations of the RFA. Benefit of RFA is become sole entity focused on public safety (FIRE & EMS), and educated and understands the work being done. Likes the document, it's important to help formulate the needs of everyone here.
  - Successful vote may include a few city council members at first, they are trusted faces
    - When we start it must be elected city officials.
- Builds on the chief's statement and these are covered in this document also.
- Agrees with moving values around, fire commissioners vs another committee and have a single focus and having people who do the work.
- Agree with reordering the principals so they flow differently. Mission and how it will be handled and end strong engagement with communities.

#### **Talking Points for Council**

- In communication plan, can we add an RFA corner in Tumwater newsletter?
  - Perhaps at a council work session.
  - Talking points to have the website added to it and discuss.
- Olympia end of council reports- tag teamed and some competing reports going on and some people are checked out and Jay does give an email update on it. Would love to see another avenue for updates, some prefer email and can read at their leisure.
- Olympia- Under announcements once a month RFA update real quick and what is coming up.

**Actions:** Work Plan and Project Timeline discussion held for April 11<sup>th</sup> meeting.

#### **Follow Ups:**

- Karen Meyer will try another format (Table preferred) for the Action Item lists for feedback at the next meeting.
- Karen Reed- Find out % of RFA that started with FBC and how the votes went.
- Brian & Mark- minor adjustments to the Chief statement with comments from above and send out in between meetings to get approved and on the website. '
- Draft Statement of Shared Values & Principals- Karen Reed to bring back updated with comments.
- Brian to share information from FSRB meeting from above questions.
- Talking points- add the website for the RFA.

## March 14, 2022

**Councilmembers:** Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff, Jim Cooper

**Staff:** Erika Stone, Chief Brian Hurley, Olympia City Manager Jay Burney, Rian Winter (fill in for James Osberg), Tumwater City Administrator John Doan, Chief Mark John, Steve Busz (fill in for Erin Johnson),

**Consultant Team:** Karen Meyer, Karen Reed, Bill Cushman

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	Karen R sent out spreadsheet for staff and teams have been working on that.
Internal/External website, social media, news release discussion	John Doan, Jay Burney	<b>Jay</b> -waiting on charter before announcing to public. Oly RFA site will link to Tumwater's page. <b>John</b> -updating our website with meetings and agendas. Looking at permitting and equipment with RFA.

### Questions:

- Will we be doing a lot of communications to get the word out on this RFA?
  - Once finalized website is a good launch point for communications.
- Communications plan- we will be using certain platforms? Tumwater doesn't use Instagram and how do we reach each demographics?
  - PIOs within each city and how they want to handle that, coordinate sharing posts so we are not creating multiple messages.
  - Tumwater union has different protocols for postings vs. city pages.
    - We can re-share posts from other organizations to get the messages out to other people.
    - Steve- we have media branches within our state WSCFF, and have been very active from union side for portion of this. This is an option as well, Olympia and 2409 have twitter, Instagram, FB to reach a larger audience.
      - Jay—Locals should rebroadcast messages developed by the team rather than create their own messages, to avoid conflicts.



- How do we reach out and engage people from both Olympia and Tumwater?
  - John- spoke with communications manager, suggested email account with questions. We need to do public meeting and afford the opportunity for the public to speak but we don't have enough answers right now.
  - Who is in the lead in communications so it's all co-branded and with one person?
    - This is not decided yet, will sort out in the coming days after this meeting.
- FAQs
  - Last question-will my fire station be closed?
    - Did not sit well, didn't answer the question.
  - Re-order put health, wellness and community FAQ first and then other items after.
    - Heart attach save rate and how we like to maintain that, continued partnership with TC Medic one.
  - Add question: how would I pay my benefit charge? Explaining paid similar to taxes via escrow.
  - Add note about the Cardiac Save program being preserved.
  - Committee agrees to revisions for Karen M.
- Work Plan
  - After discussion, the group agreed a Go-no-go decision should be added to the work plan at 2nd June meeting.
  - Did we talk about going to a lower turnout in April vs August?
    - Talked about the work plan and to go in April is to levy taxes for the following year.
  - Town meeting communications- windows for these are proposed in work plan dates are not set and include hybrid models.
- Charter revisions review & Approval
  - Charter approved as revised, with correction on quorum (4, not 5)
- RFA Financing Presentation
  - Benefit charges exemptions, state buildings in Tumwater are owned by private owners would not be exempt.
    - Estimate that 1/3 of state occupied buildings in Tumwater are privately owned.
    - State occupied building charges could be negotiated.
  - How do you pay the FBC bill, can it be worked into escrow how do you actually pay it?
    - Most have it worked out as part of their property tax bill (although the FBC is not a property tax).
    - How many other RFA came in with FBC?
      - Have seen some start with, some without.
      - Karen will provide data on what others have done.
  - Initial estimate is that we will need an FBC to fully fund current levels of service.
    - Please quantify how much we would need to cut to not use FBC.
    - Can we fund service improvements as well with this model?

#### ACTIONS:

- Communications plan - “Thumbs up”
- Jay - Mark Barber, City of Olympia has agreed to be legal counsel for this work. If outside legal counsel is needed, we will discuss and figure out cost-share.
- John Doan - Agrees to pay for the database consultant if needed. “Thumbs up” for hiring a database consultant. Rough cost \$10,000.
- Preliminary “thumbs up” on draft work plan - (correcting annexation date)
- Draft Charter: CM Lisa motion to approve draft charter, CM Michael seconds motion. 4 Aye, motion passes unanimously.

#### Follow ups:

- Karen M. will email Chief’s draft purpose statement.
- Karen M. to revise FAQs and send to city administrators to review/post. If questions, changes then, let Karen M know.
- Karen R. - will add “go-no-go” on the work plan by end of June 27. Will bring revision for next meeting.
- Erika to add meetings in Sept, and Oct. 2<sup>nd</sup> and 4<sup>th</sup> Mondays per Karen R.
- Jay- work on Olympia’s website for Agenda and Meeting materials (legistar)
- Karen M. - email talking points to council.
- Karen R. will go back and look at other RFAs to see how many started or added FBCs.

### February 28, 2022

**Attendees:** Erika Stone, Karen Meyer, Karen Reed, Brian Hurley, Jay Burney, James Osberg, John Doan, Bill Cushman, Mark John, Faith Trimble, Steve Busz.

**Councilmembers:** Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	Created preliminary spreadsheet.
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	Financial spreadsheet updates, additional requests may be made by Bill.
Internal/External website, social media, news release discussion	John Doan, Jay Burney	

#### Questions:

- Tumwater and Olympia attorneys should have a discussion and discuss bandwidth and expertise. If not available, may need to look at hiring legal counsel
- Fire Benefit Charge requires 60% approval to create RFA. (Can County Assessor accommodate with timeline?)

- Can we consider a why/purpose statement for the RFA, for when public and staff ask questions?
  - Who will be on point at each city to prepare talking points, FAQs, etc?
- Agenda- Suggest we add main talking points to the agenda (to prepare our report out to councils)

#### Follow ups:

- Jay/John
  - Finalize staff team
  - Meet with Chiefs and Bill C.
- Karen M.
  - Examples of RFA plans
  - Survey who would like a binder for RFA committee documents (Erika/Susan can assist with creating binders)
  - Send out revised draft communications plan; revised draft charter
- 2nd and 4th Monday for RFA meeting proposal
  - Karen M. to plan with John and Jay. (Erika to schedule extra meeting)
- Karen Reed- next mtg - come back with new draft charter
- Steve Busz- send spreadsheet to Bill, John and Jay from comparable sub-committee.

**January 24, 2022**

Action taken	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	

#### Questions/Follow up Requests:

- Work plan - facilitator (Karen M)
- Communication plan – facilitator (Karen M)