



# RFA GOVERNANCE BOARD SPECIAL MEETING AGENDA

10:00 A.M. – Monday, February 24, 2025

Fire Station #13, 18002 108<sup>th</sup> Ave SE, Renton, WA 98055

Zoom Webinar: <https://us02web.zoom.us/j/84836968318>

Dial-in: (253) 215-8782 | Webinar ID: 848 3696 8318

View Live via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Meeting to Order
- Flag Salute
- Roll Call
- Fire Benefit Charge (FBC) Hearing
  - Renton RFA Board Chair Alberson: Reconvene Hearing Board
  - Petition Presentations; Property owners not on the docket wishing to address the Benefit Charge Petitions Review Board
- Deliberations (For new petitions presented)

*Executive Session pursuant to RCW 42.30.140(2) to meet as a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group.*
- Actions
- Renton RFA Board Chair Alberson: Close Hearing Board
- New Business
  - [Resolution 2025-01: Order Establishing Renton RFA Will Not Maintain a Public Record Index](#)
- Future Meetings:
  - Monday, March 10, 2025, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton) / Video Conference
  - Monday, March 24, 2025, 10:00 a.m., Budget/Finance Committee Meeting, Video Conference
  - Monday, March 24, 2025, 10:30 a.m., Operations/Capital Committee Meeting, Video Conference
- Adjournment



## Governing Board Agenda Item

SUBJECT/TITLE: Resolution 2025-01: Order Establishing that Renton RFA Will Not Maintain a Public Record Index

STAFF CONTACT: CAO Samantha Babich

**SUMMARY STATEMENT:**

To remain in compliance with RCW 42.56.070(3), Renton RFA is required to maintain and make available for public inspection an index of its public records created since 1973 or adopt a formal order that the creation of such an index would be unduly burdensome.

**FISCAL IMPACT:**

Expenditure \_\_\_\_\_ Revenue \_\_\_\_\_

Currently in the Budget Yes  No  N/A

**SUMMARY OF ACTION:**

Reviewed by Legal Yes  No  N/A

**EXHIBITS:**

Resolution 2025-01: Order Establishing that Renton RFA Will Not Maintain a Public Record Index  
Public Record Index Analysis Worksheet with Exhibit A

**RFA GOVERNANCE BOARD RECOMMENDED ACTION:**

I move to adopt Resolution 2025-01, approving the order establishing that Renton RFA will not maintain a public record index.

RENTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2025-01

ORDER ESTABLISHING THAT RENTON REGIONAL FIRE AUTHORITY WILL NOT MAINTAIN A  
PUBLIC RECORD INDEX

WHEREAS, RCW 42.56.070(3) requires that Renton Regional Fire Authority maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome; and

WHEREAS, The Governing Board has previously determined by policy that creation of such an index would be unduly burdensome but now intends to formalize that policy decision into a formal order of the Governing Board that specifies the reasons why and the extent to which compliance with the record indexing requirement would unduly burden or interfere with its RFA operations; and

WHEREAS, Renton Regional Fire Authority creates and maintains a significant number of records on a regular basis in the conduct of business of the RFA; and

WHEREAS, RFA staff has compiled the attached memorandum (Public Record Index Analysis Worksheet with Exhibit A) identifying the volume of RFA records and the estimated staff time it would take to review and index the records; and

WHEREAS, The sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index; and

WHEREAS, Existing RFA staff all perform essential functions necessary to the operation of the RFA and adding record review and indexing job duties to the existing workload would unduly burden and interfere with the RFA's core operations; and

WHEREAS, Based on budgetary limitations, and the Board's desire to provide fire prevention and emergency services in the most cost-effective manner, RFA staff believes it would be unduly burdensome to the RFA's operations and budget and would not be in the tax payers' best interest to hire additional staff to create and maintain a record index given the above conditions.

NOW THEREFORE, BE IT RESOLVED, that the Governing Board of Renton Regional Fire Authority approves the following Orders:

Pursuant to the Authority granted under RCW 42.56.070(4), it is hereby ordered that based on the recitals above and the recommendations of staff, Renton Regional Fire Authority shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with RFA operations.

**ADOPTED** by the Governing Board of Renton Regional Fire Authority, at an open public meeting of such Board on the 24<sup>th</sup> day of February 2025, the following Board Members being present and voting:

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

## Public Record Index Analysis Worksheet

In order to determine whether it would be unduly burdensome to create an index of RFA records in accordance with the requirements in RCW 42.56.070(3), RFA staff has conducted a review of the volume of RFA records that staff believes would fall under each category of records identified by the statute.

**(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;**

Not Applicable.

**(b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;**

See Exhibit A.

**(c) Administrative staff manuals and instructions to staff that affect a member of the public;**

See Exhibit A.

**(d) Planning policies and goals, and interim and final planning decisions;**

See Exhibit A.

**(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and**

See Exhibit A.

**(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.**

See Exhibit A.

## **Exhibit A**

The Renton Regional Fire Authority maintains extensive records relating to the operation of the Renton Regional Fire Authority's emergency response and prevention activities and interactions with its taxpayers and residents. The RFA regularly engages with the public through EMS, fire, and fire prevention and code enforcement activities. The RFA generates substantial records related to these activities. RFA staff has compiled below a general summary of the types of records that would likely fall under the statutory categories identified in RCW 42.56.070(3).

The records identified below and additional records that may fall under the statutory categories currently contain over 5,601,715 electronic files consisting of over 2,647 GB (or 2.6 TB) of data and over 33 cubic feet of physical records (estimated to include over 66,000 separate records based on 2,000 pieces of paper per cubic foot of storage). The sheer volume of records would require substantial staff time to review and index. Staff estimate that it would take a full-time employee a minimum of 121 years (averaging review and indexing of 200 individual records per workday) to complete an index consistent with the statutory requirements. Moreover, staff estimate that an additional 679,834 electronic files and 7,765 physical records will be produced each subsequent year, requiring 3,438 staff days to review and index each year.

### Identified Record Types:

1. Commissioner meeting minutes from July 2016 through the present day.
2. Commissioner resolutions from July 2016 through the present day.
3. Staff reports and studies dating from July 2016 through the present day.
4. Fire reports going back to 2013 through the present day.
5. EMS/HER reports dating from 2015 through the present day.
6. CAD Records from 2022 through the present day.
7. Communications outreach and reports from 2020 through the present day.
8. Accounting records and reports from 2018 through the present day.
9. Requests for public information from 2019 through the present day.
10. Operational fire permits dating back to 2016 through the present day.
11. Fire inspection records dating back to 2016 through the present day.
12. Fire investigation records dating back to 2016 through the present day.

13. Fire protection system test reports dating back to 2022 through the present day.
14. Building profile records of commercial and multi-family properties dating back to 2021 to present day.
15. Fire prevention informational sheets on code specific topics dating back to 2019 to present day.
16. Public education curriculum dating back to 2019 to present day.
17. Scheduling of public education and community events from 2019 to present day.
18. Correspondence relating to the above records.

**Record Index Analysis Worksheet 2025**

<b>Physical Records</b>	<b>Existing records in cubic feet</b>	<b>Estimated annual records in cubic feet</b>	<b>Estimated daily records in cubic feet</b>
Training Records	8	0.94	0.0026
Contracts and Agreements	12	1.41	0.0039
Bidding Documents	1.5	0.18	0.0005
HazMat Records	1.5	0.18	0.0005
Misc	10	1.18	0.0032
Total cubic feet of physical records	33	3.88	0.0106
<b>Total physical pages at 2000/cf</b>	<b>66,000</b>	<b>7,765</b>	<b>0.0213</b>
Staff Days to process physical	330	39	0.0001

<b>Electronic Records</b>	<b>Existing records quantity</b>	<b>Estimated annual records quantity</b>	<b>Estimated daily records quantity</b>	<b>Server Space Utilized In GB for existing records</b>	<b>Time period covered for existing records</b>
Outlook	4,590,351	540,041	1,480	996.75	2020-present
SharePoint	227,562	26,772	73	1030.72	2020-present
OneDrive	267,461	31,466	86	614.49	2020-present
Help Desk	6,631	2,172	6		2024-present
Next Request	2,575	429	1		2019-present
Fire Incidents (Zoll)	126,903		-	5.18	2013-2022
CAD Records	63,095	21,404	59		2022-present
Fire Incidents (ESO)	85,616	21,404	59		2021-present
EMS/EHR Records	147,401	17,341	48		2015-Present
Coms Pagfreezer Archives	10,518	2,104	6		2020-present
Coms Eventbrite	1,459	292	1		2020-present
Coms Constant Contact	1,553	311	1		2020-present
Accounting Records (AR Only)	3,500	1,800	5		2018-present
Accounting Records (AP Only)	7,319	1,046	3		2018-present
OFM Operational Fire Permits	16,800	2,800	8		2016-present
OFM Inspections	30,000	5,000	14		2016-present
OFM Compliance Records	12,000	5,000	14		2016-present
OFM Investigations	491	40	0		2016-present
OFM Public Ed curriculum	30	30	0		2019-present
OFM Public Education Calendar	350	350	1		2019-present
OFM Public Education Materials	100	33	0		2019-present
<b>Total electronic records</b>	<b>5,601,715</b>	<b>679,834</b>	<b>1,863</b>		
<b>Staff Days to process electronic</b>	<b>28,009</b>	<b>3,399</b>	<b>9</b>		

<b>TOTAL RECORDS (Physical &amp; Electronic)</b>	<b>Existing</b>	<b>Annual</b>	<b>Daily</b>	<b>Total Server Space Utilized</b>	
<b>Total Staff Days to Process All</b>	28,339	3,438	9	<b>0365</b>	2641.96 GB
<b>Total Staff Years to Process All</b>	121.11	14.69	0.04	<b>Zoll</b>	5.18 GB

	<b>Existing</b>	<b>Annual</b>
Estimated Cost to Process*	\$ 14,665,575	\$ 1,779,206

\*Based on Ave salary & benefit for Admin Staff of \$134,553.32/year or \$517.51/day

Processing time is estimated at 2.4/mins per record. 200 records processed per staff day maximum.