

**RESOLUTION NO. 208**

A RESOLUTION OF THE GOVERNING BOARD OF THE  
VALLEY REGIONAL FIRE AUTHORITY (AUTHORITY)  
ESTABLISHING THAT THE AUTHORITY WILL NOT MAINTAIN  
AN INDEX OF RECORDS

WHEREAS, the Valley Regional Fire Authority (Authority) is a Municipal Corporation of the State of Washington, created and established pursuant to Chapter 52.26 of the Revised Code of Washington (RCW); and

WHEREAS, RCW 42.56.070(3) requires the Authority maintain and make available for public inspection an index of its public records created after January 1, 1973, or adopt an order that the creation and maintenance of such an index would be unduly burdensome; and

WHEREAS, The Governing Board has previously determined by policy that the 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 requirements would unduly burden or interfere with Authority operations; and

WHEREAS, The Authority is comprised of several departments, their divisions, and subdivisions, many if not all maintain separate databases and/or

systems for the indexing of records and information. These systems maintain a significant number of records on a regular basis in the conduct of business of the Authority; and

WHEREAS, Authority staff has compiled the attached analysis (Exhibit A) identifying the volume of the Authority's records for two common sources: physical records and SharePoint electronic records. This analysis estimated the amount of staff time it would take to review and index only this portion of the Authority's records; and

WHEREAS, The sheer volume of this selection of 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, The Authority has records which are diverse, complex, and stored in multiple locations and in multiple computer systems, formats and/or databases; and

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

WHEREAS, Based on budgetary limitations, and the Governing Board's desire to provide fire protection and emergency medical services in the most cost-

effective manner, Authority staff believes it would be unduly burdensome to the Authority's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain an index of records given the above conditions.

NOW THEREFORE, THE GOVERNING BOARD OF THE VALLEY REGIONAL FIRE AUTHORITY HEREBY RESOLVES AS FOLLOWS:

**Section 1.** The Authority shall maintain an index of Board Agendas, Minutes, and Resolutions, Contracts & Interlocal Agreements, Finance Plans & Reports, and Fire Protection Grades on the Authority's website: [www.vrfa.org](http://www.vrfa.org).

**Section 2.** The Authority will direct requestors of the Authority's Index of Records to the Washington Secretary of State Washington State Archives retention schedules: Local Government Common Records (CORE) and Fire & Emergency Medical Service Providers. The Authority utilizes both record retention schedules. The Public Records Act – Model Rules: WAC 44-14-03003 suggests using retention schedules as a way to describe the types of records the Authority retains.

**Section 3.** Pursuant to RCW 42.56.070(4), it is hereby ordered that based on the recitals above and the recommendations of staff, the Authority shall not establish an Index of Records as the creation and maintenance of such an index would be unduly burdensome and would interfere with Authority operations.

**Section 4.** Administrative Authorization. The Fire Chief of the Authority is hereby authorized to implement such administrative procedures as may be necessary to carry out this directive.

**Section 5.** Effective Date. This Resolution shall be in full force and effect upon passage and signatures hereon.

DATED and SIGNED this 8<sup>th</sup> day of July 2025.

VALLEY REGIONAL FIRE AUTHORITY

Nancy Backus  
Nancy Backus  
Governing Board Chair

ATTEST:

Stefanie Harper  
Stefanie Harper  
Clerk of the Board



## Valley Regional Fire Authority

*Selfless Service. Integrity. Grit.*

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### **Index of Records Analysis**

In order to determine whether it would be unduly burdensome to create an index of Valley Regional Fire Authority's records in accordance with the requirements in [RCW 42.56.070\(3\)](#), Valley Regional Fire Authority staff has conducted a partial review of the volume of Valley Regional Fire Authority records. Staff reviewed physical records stored at the Howard Road Storage Facility, Station 31, and Station 35, and Valley Regional Fire Authority's SharePoint site. Staff believe these records would fall under each category identified by the statute. Due to the volume of just these records and current workloads it was decided not to review additional locations of Valley Regional Fire Authority's records such as PowerDMS, commons network drives, individual network drives, and various databases used by each department.

(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 Valley Regional Fire Authority maintains extensive records relating to the operation of the Valley Regional Fire Authority's emergency response, prevention activities, and interactions with its taxpayers and residents. The Valley Regional Fire Authority regularly engages with the public through EMS, fire suppression, specialized fire response, fire investigation, fire code enforcement, fire prevention, community risk reduction, community outreach and education activities, Board of Governance, finance and administration. The Valley Regional Fire Authority generates and maintains substantial records related to these activities. Valley Regional Fire Authority 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 contain over 186,898 SharePoint electronic files consisting of over 1.6 terabytes of data and over 402 cubic feet of physical records (estimated to include over 1,206,300 separate records based on 3000 pieces of paper per cubic foot of storage). The sheer volume of records would require substantial staff time to review and index. Staff estimates that it would take a full-time employee a minimum of 39 years (averaging review and indexing of 200 individual records per 177 workdays a year) to complete an index consistent with the statutory requirements. This estimate is only for a portion of Valley Regional Fire Authority's records and does not include the previously mentioned records not included in this analysis.

### Identified Record Types

1. Board meeting minutes from 2017 through the present day.
2. Board resolutions from 2006 through the present day.
3. Staff reports and studies dating from 2006 through the present day.
4. Fire reports going back to 2000 through the present day.
5. EMS/EHR reports dating from 2000 through the present day.
7. Communications articles and reports from 2008 through the present day.
8. Accounting records and reports from 2007 through the present day.
9. Requests for public information from 2022 through the present day.
10. Operational fire permits dating back to 2010 through the present day.
11. Fire inspection records dating back to 2007 through the present day.
12. Fire investigation records dating back to 2014 through the present day.
13. Fire protection system test reports dating back to 2019 through the present day.
14. Building profile records of commercial and multi-family properties dating back to 2007 to present day.
16. Public education curriculum dating back to 2007 to present day.
17. Scheduling of public education and community events from 2000 to present day.
18. Correspondence relating to the above records.