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Total Pages: 4 Rec Fee: $306.50
CLARK COWLITZ FIRE RESCUE
Recorded in Clark County, WA

CLARK-COWLITZ FIRE RESCUE
911 N 65TH AVENUE RIDGEFIELD, WA 98642
RESOLUTION NO. 251204-2

ORDER ESTABLISHNG THAT CLARK-COWLITZ FIRE RESCUE WILL NOT MAINTAIN A PUBLIC RECORD INDEX

WHEREAS, RCW 42.56.070(3) requires that Clark-Cowlitz Fire Rescue 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.

WHEREAS, The Clark-Cowlitz Fire Rescue Board of Fire Commissioners 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 Board that specifies the reasons why and the extent to which compliance with the record indexing requirement would unduly burden or interfere with Clark-Cowlitz Fire Rescue operations;

WHEREAS, Clark-Cowlitz Fire Rescue creates and maintains a significant number of records on a regular basis in the conduct of business of the Clark-Cowlitz Fire Rescue.

WHEREAS, Clark-Cowlitz Fire Rescue staff has compiled the attached memorandum (Exhibit A) identifying the volume of Clark-Cowlitz Fire Rescue records and the estimated staff time and costs it would take to review and index the records.

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.

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

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

NOW THEREFORE, BE IT RESOLVED, that the Clark-Cowlitz Fire Rescue Board of Fire Commissioners 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, Clark-Cowlitz Fire Rescue shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with Clark-Cowlitz Fire Rescue operations.

ADOPTED by the Board of Fire Commissioners of Clark-Cowlitz Fire Rescue at an open public meeting of such Board on the 4th day of December, 2025, the following commissioners being present and voting:

Commissioner Stanley Chunn – Chair

Commissioner David Town - Vice Chair

Commissioner Larry Bartel

Commissioner Ken Ayers

Commissioner Jade Bourke

Attest: District Secretary

EXHIBIT A

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

a) Statements of policy and interpretations of policy, statue, and the Constitution, which have been adopted by Clark-Cowlitz Fire Rescue.
SEE EXHIBIT B

b) Administrative staff manuals and instructions to staff that affect a member of the public.
SEE EXHIBIT B

c) Planning policies and goals, and interim and final planning decisions.
SEE EXHIBIT B

d) 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.
SEE EXHIBIT B

e) Correspondence and material referred to thein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of Clark-Cowlitz Fire Rescue, 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 B

EXHIBIT B

Clark-Cowlitz Fire Rescue generates and maintains extensive records relating to the operation of the district's emergency response, prevention, and behavioral health activities and interactions with its employees, taxpayers, residents, and both public and private partners. The district routinely engages with the public through EMS, fire, behavioral health, fire prevention and code enforcement activities. Clark-Cowlitz Fire Rescue staff have compiled a general summary of the types of records that would likely fall under the statutory categories identified in RCW 42.26.070(3).

The record types identified below and additional records that may fall under the statutory categories contain over 3,000,000 electronic files consisting of over 6.0 Terabytes (TB) of data and over 86 cubic feet of physical records (estimated to include over 172,000 separate records based on 2,000 pieces of paper per cubic foot of storage). The extensive quantity of records would necessitate considerable staff resources to thoroughly review and create the index. Staff estimates that it would take a full-time employee a minimum of 68.95 years (averaging review and indexing of 200 individual records per work day) to complete an index consistent with the statutory requirements.

Identified record types:

1. Board meeting minutes and resolutions from 1961 to present;
2. Staff reports and studies dating from 1961 to present;
3. Fire reports from 2016 to present;
4. EMS/HER reports from 2016 to present;
5. Communication articles and reports from 1961 to present;
6. Accounting records and reports from 2019 to present;
7. Requests for public information from 2010 to present;
8. Training records from 2015 to present;
9. Vehicle and fleet records from 1998 to present;
10. Correspondence relating to the above records from 1961 to present.