



Sub-Committee Responsibilities:

The following is a general summary of Sub-Committee responsibilities. It is not exhaustive, rather, it is intended to give a general idea of the scope of work involved in each discipline. Its purpose is to guide Council members and citizens in the selection of their sub-committee preferences.

GOVERNANCE:

The Sub-Committee on Governance is responsible for establishing the composition of the new Governing Body of the RFA. This includes the number of members; the length of term for each member; and the eligibility requirements for each position (i.e. a mix of City Council members, Fire District Commissioners, or citizens elected at large).

ORGANIZATION/Operations:

The Sub-Committee of Organization is responsible for determining the staffing model of the RFA. This includes an organizational chart and the composition of the administrative team, fire/EMS operations, and the FMO. This includes: establishing a structure of administrative positions capable of managing the existing work of a municipal fire/EMS department in addition to the added administrative responsibilities of a RFA (very similar to a Fire District); establishing the number of response personnel adequate to (at minimum) provide the existing level of service; determine the number of personnel to (at minimum) carry out the existing functions of the FMO. Provide visioning for department growth and enhancement of services over time.

FINANCE:

The Sub-Committee of Finance will be tasked with establishing the fundamentals of finance as it pertains to the inception and operation of an RFA. Key components are:

- Funding mechanisms: (taxation, levy, charges for service, permitting fees, etc.).
- Determination of initial RFA funding level respective to existing stakeholders.
- Defining assets, equipment and contracts necessary for transfer.
- Stipulating real property transfers necessary to operation of an RFA.
- Defining outstanding liabilities and the parameters for their assumption (ex. Post Retirement Medical, existing service contracts, employment contracts).
- Establishing practices for loss risk mitigation (securing insurance, reserve fund development etc.).
- Defining legislative purchasing authority to include state contracts bidding and potential tax exemptions.
- Establish initial operating budget.
- Establish levy rates to support budget.