

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

Election and Levy Start Options/ Timeline				
<i>Election date</i>	<i>Date by which election measure must be submitted to County Elections Dept.</i>	<i>Date by which Council/Commission should begin deliberations on Final RFA Plan, election resolution</i>	<i>Annexation effective date</i>	<i>Levy Start Date (Service start date can be as specified in ballot measure.)</i>
Feb. '23 Election	2 nd week of Dec. '22	Oct. '22 (given budget deliberation overlap)	By Aug. 1 '24	Jan. '24
Apr '23 Election	Last week of Feb. '23	Nov. '22 (budget implications)	By Aug. 1 '24	Jan. '24
Aug. '23 Election	2 nd week of May	Feb. 2023	No later than Aug. 1 '24	Jan. '25

Council/Board/Other Check-ins:

- Monthly verbal check ins from Committee Members with their Councils.
- Periodic formal presentations—seeking concurrence as decisions are made.
- Additional briefings: Public engagement is required in development of plan by statute, but details are not specified. Plan for at least 2 opportunities for learning/input
 - Online presentations/Q&A
 - Posting all Planning Committee Materials.
 - Special email at both agencies for submitting 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 to 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** include approving meeting summaries (action logs), updates from recent council meetings, communications updates; response to questions from prior meetings.*

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

Should we add a Go- No Go- decision point? Thoughts about timing?

Feb. 28, 2022 - 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

Mar. 14, 2022 - Meeting # 2

1. Review: Project purpose statement from Chiefs/CM
2. Action: **Confirm Timeline - When will RFA Plan be submitted to Councils, Proposed RFA Start Date, Levy start date.**
3. Possible action: **Committee charter**
4. Possible action: **Communications plan**
5. Review: Fire Department comparative data
 - a. Staffing, assets
 - b. Current Service levels (response times, special programs)
 - c. Current budgets and levy rate equivalents
6. Presentation: **RFA funding-- fire levy, other revenues, importance of RFA reserves, fund balance, Fire Benefit Charges**

Mar. 28, 2022 - Meeting #3

1. Presentation/discussion: **Governance Options, sample Governance principles and values**
2. Presentation/Discussion: **Asset Transfers options & issues**
3. Presentation/Discussion: **Administrative services options, issues**

Apr. 11, 2022 - Meeting #4

1. Potential action: **Governance principles and values statement**
 2. *Review/Discussion:* **Approach to Projected Labor Costs, and review of labor transition in new agency**
 3. *Discussion:* **Initial public engagement – approach, messages, timing**
 4. Prep for Council presentations
- ★ **City Council Presentations**

Apr. 25, 2022 - 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. Presentation/Discussion: **Jurisdictional Boundaries of RFA**
5. Presentation/Discussion: **RFA Name – launch process to identify options**
6. Presentation/Discussion: **Service Level recommendations for RFA Plan**

★ **Public Outreach Session(s)**

May 9, 2022 - 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.**

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

May 23, 2022 - 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, 2022 Meeting #8

1. Presentation/Discussion: **Financial Plan**
 - a. **FBC & Levy Rate**
2. Presentation/discussion: **Organizational chart, administrative services recommendations**
3. Continued discussion: **Asset Transfers**

★ **Council Presentations:**

- **Committee Recommendations: Governance, RFA name, Org Chart**
- **Update on Financial plan/approach**

June 27, 2022 - Meeting #9

1. Continued discussion: **Financial Plan** —Council feedback, refine options
 - a. **FBC Formula**
2. Continued discussion as necessary: **Asset Transfers**
3. Continued discussion as necessary: **Governance**
4. **Public Engagement Round two: proposed approach, content**

★ Public Engagement Session(s)

July 11, 2022 - 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, 2022 - Meeting #11

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

Aug. 8, 2022 - Meeting # 12 [hold]

Aug. 22, 2022 - Meeting #13 [cancel] use for staff work

ADD 2 September meetings (Sept.12 and 26) and 1 Oct. meeting

September Meeting # 1

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 Meeting # 2

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 Meeting 1

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

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