

**North Whatcom Fire & Rescue – Fire District 4**  
**Regional Fire Authority Planning Committee**

**Meeting 7**

Date: Thursday, February 4, 2021

Time: 10:00 A.M. –12:00 P.M.

Location: Meeting will be held virtually on Zoom

Proposed Agenda

<b>Item #</b>	<b>Topic / (time)</b>	<b>Presenter</b>
1.	Welcome and Introductions ( <i>5 min.</i> )	Vice-Chair Scott Fischer, Karen
2.	Review and approval of agenda ( <i>2 min.</i> )	Karen/All
3.	Approval of Meeting Summary from Meeting 6 ( <i>3 min.</i> )	Scott
4.	Updates: ( <i>5 min.</i> ) <ul style="list-style-type: none"><li>• <i>Board Updates</i></li><li>• <i>Website</i></li><li>• <i>Other</i></li></ul>	Chief/Karen/All
5.	Election of RFA Planning Committee Officer(s)—to address vacancy of Chair ( <i>5 min.</i> )	Scott/Karen
6.	RFA Plan Parts 1-5: review of edits from Discussion at Meeting 6 ( <i>5 min.</i> )	All/Karen
7.	Status report and discussion: Work Group on Baseline and Baseline Plus scenarios ( <i>40 min.</i> )	Chief

*The goal of this discussion is to review and confirm the “baseline” and “baseline plus” organizational staffing proposals and review the initial assessment of “baseline” needs for facilities, apparatus and equipment; next steps*

- Minimum org structure necessary to maintain current level of services over 7 years (“baseline”)
- Priority enhancements above minimum (“baseline plus”)
- Asset replacement and repair
  - Facilities
  - Apparatus
  - Equipment
- Data needs: status of data collection necessary for 7-year financial model

--BREAK—(5 min.)

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|-----|--|---------------------|
| 8.  | Preparing for community open house(s) (40 min.)  | Karen/Heather Logan |
|     | <p><i>The goal of this discussion is to provide direction to staff to calendar the open houses and proceed to finalize materials/logistics for same</i></p> <ul style="list-style-type: none"> <li>• Proposed date/time/agenda/topics</li> <li>• Review of public invite/strategy for notifying community/costs</li> <li>• Review of draft PPT for presentation</li> </ul> |                     |
| 9.  | Next Agenda(s) date/time (2 min.)  |                     |
|     | <ul style="list-style-type: none"> <li>• Financial plan assumptions review/discussion/potential action</li> <li>• Review final preparations for Open House</li> <li>• Facility and Asset transfers</li> </ul>  |                     |
| 10. | Closing Comments (5 min.)  | All                 |
| 11. | Adjourn  |                     |

Materials for Meeting 7:

Agenda

Draft Meeting Summary of Meeting 6 of Planning Committee

Excerpts of RFA Plan showing edits from Mtg 6

Work Group materials (org. charts, asset matrices for baseline and baseline plus)

Public Meeting overview, draft public notice