***[RFA NAME]* Fire Authority Vision**

Provide the highest quality emergency fire and EMS service for our citizens with the available resources

Strategy:

***To develop a consolidation work plan and determine if it provides net efficiencies in fire and EMS service delivery between [Fire Agency 1 Name], [Fire Agency 1 Name], and [Fire Agency 2 Name].***

**REGIONAL FIRE AUTHORITY PLANNING COMMITTEE RULES & OPERATING PROCEDURES**

**RULE 1 - MEETINGS**

1. **Regular Meetings:** The Planning Committee shall schedule to meet regularly on the first and third *[Date]* from *[Time]*. at the *[Location]*. The Chair may cancel a meeting if there is no business to come before the Planning Committee. When only one (1) meeting is required in the month, the first Tuesday shall be utilized as the regular meeting day when practical.
2. **Quorum:** A quorum of the Planning Committee is a simple majority of member agencies. Each representative of a member agency who is present at he meeting shall be entitled to cast one (1) vote. However, no vote/action shall be taken by the Planning Committee unless at least two (2) members from each participating jurisdiction are present at a meeting. Actions shall be affirmed by a majority vote.
3. **Open Public Meetings Act:** All meetings shall be conducted in conformity with the Open Public Meetings Act (RCW 42.30).
4. **Appearance of Fairness/Conflict of Interest:** In all its dealings, the Committee and its individual members shall be governed by RCW 42.36 (Appearance of Fairness Doctrine); RCW 42.20 (Misconduct of Public Officers) and RCW 42.52 (Ethics in Public Service)

RULE 2 - RESIDING OFFICER DUTIES

1. **Conduct of Meeting:** The presiding officer at all meetings of the Planning Committee will be the Chair of the Planning Committee, or in the absence of the Chair, the First Vice Chair or in the absence of the First Vice-Chair, the Second Vice-Chair, shall conduct the business and deliberations of the Planning Committee under these rules.

The Chair shall:

* 1. Preserve order and decorum at the Planning Committee at all times;
	2. Observe and enforce all rules adopted by the Planning Committee;
	3. Decide all questions on order, in accordance with these rules, subject to a challenge;
	4. Recognize members of the Committee in the order in which they request the floor;
	5. The presiding officer, as a member of the Committee, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Committee Members.
1. **Other Committees:** The Chair shall make committee assignments, subject to approval of the Planning Committee. To the degree possible, assignments will be consistent with special skills, interests and time constraints
2. **Chair and Vice Chairs**: The Chair, First Vice-Chair and Second Vice-Chair shall be elected for a one-year term (January thru December) by a majority of the Committee Members at the start of the first meeting of each year, or at such time as necessary due to a vacancy.
3. **Executive Committee:** The Chair and Vice-Chairs shall serve as the Executive Committee for the Planning Committee and is authorized to act on behalf of the Planning Committee in between meetings only as authorized by the Planning Committee.

RULE 3 - REGULAR COMMITTEE MEETINGS - ITEMS OF BUSINESS

1. **Regular Committee Meeting Agenda’s:** The Committee Meeting shall meet at the Kitsap Readiness Center, unless a different location is so designated, at such other day and time as designated by the Planning Committee.

The Planning Committee Meeting agenda shall consist of the following items with the sequence to be determined by the Committee Chair:

* 1. Call to Order
	2. Approval of the Minutes
	3. General Business
	4. Committee Member Reports
	5. Citizen Comments
	6. Other business

RULE 4 - DEBATES

1. **Interruption:** No member, including the Committee Chair, shall interrupt or argue with any other member while such member has the floor, except as otherwise provided in these rules.
2. **Courtesy:** All speakers, including Committee members, during comments, discussion or debate of any issue, shall address their comments to the Chair with courtesy and proper deportment. Comments shall not contain personalities, derogatory remarks or insinuations toward any member of the Committee, Staff and Public, but shall be confined to facts that are germane and relevant to the issue.
3. **Transgression:** Upon transgression of these rules, the Chair shall call such person to order, in which case that person shall be silent except to continue in order. If the Chair transgresses these rules, or fails to call a transgressor to order, any other member of the Committee may, under a point of order, call the transgressor to order.
4. **Challenge to Ruling:** Any member of the Committee shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Committee present, including the Committee Chair shall govern.

RULE 5 - PARLIAMENTARY PROCEDURE

**Procedure Guide:** Robert's Rules of Order shall be used as a guide to govern the conduct of business of the Planning Committee.

RULE 6 - MISCELLANEOUS

1. **Dissolution**: The Planning Committee may dissolve itself at any time by a majority vote of the total membership of the Planning Committee. Any participating fire protection jurisdiction may withdraw upon thirty (30) calendar days' written notice to the other jurisdictions. RCW 52.26.030
2. **Amendments to Rules & Procedures:** The Planning Committee may make amendments to these rules with approval of the Planning Committee.
3. **Prepare Minutes:** Subsequent to each meeting, an individual shall be assigned to prepare brief and concise minutes of all Committee meetings and submit the same to the Committee for approval. Such minutes shall contain an accurate accounting of official Committee business.