Start: Finalize:

* 1. October 20XX December 20XX (Completed)
     1. December 20XX May 20XX
     2. May 20XX January 20XX
     3. January 20XX November 20XX
     4. November 20XX

I January 20XX

Total Time: 26 Months

***Process for forming the RFA work plan***

1. RFA Steering Committee (RFASC) established  
   Fire Chiefs recommend five members from their jurisdiction
   * **RFAPC approves the make-up of the RFASC**
   * **Chair and Vice-Chair for the RFASC are elected by RFASC members**
   * **RFAPC approves the Chair and Vice-Chair**
   * **Secretary for the RFASC is appointed by RFASC Chair**
   * **RFAPC approves the appointment of the Secretary**
   * **RFASC rules, process and purpose are established by RFASC**
   * **RFAPC approves the RFASC rules**
   * **RFASC Meeting Times and dates are set by the RFASC**
2. Vision Development
   * **RFAPC provides the RFASC with elements of their vision**
   * **RFASC establishes a consensus draft vision statement**
   * **RFAPC formally adopts the vision statement and considers joint resolution**
3. Communications Plan Developed
   * **RFASC develops internal and external communications plan**
   * **RFAPC approves internal and external communications plan**
   * **RFASC implements internal and external communications plan**
4. Financial Plan for Work Plan Development
   * **RFASC develops financial plan**
   * **RFAPC approves financial plan**
   * **RFASC manages financial plan**
5. Project Task List process established
6. **RFASC develops project task list for work plan**
7. **RFAPC approves project task list for work plan**
8. **RFASC establishes strategic statement for each category**
9. **RFAPC approves strategic statement for each category**
10. **RFASC establishes sub-committee and lead for each Project Task**
11. **RFAPC approves sub-committee and lead for each Project Task**
12. **RFASC establishes timelines for each Project Task sub-committee**
13. **RFAPC approves timelines for each Project Task sub-committee**
14. Work plan finalized
    * **RFASC compiles comprehensive report on RFA Work Plan**
    * **RFAPC considers approval of comprehensive report on RFA Work Plan**
    * **RFAPC considers joint resolution to approve RFA work plan by all elected boards**
15. Election Plan Developed
    * **RFASC develops comprehensive election information plan**
    * **RFAPC considers approval of comprehensive election information plan**
    * **RFASC implements approved election information plan**
16. Election Held
17. *[RFA Name]* Plan Implemented

***Approved Project Tasks Items (Per E2 above)***

1. **Name of the New Organization**
2. **Governing Board**
3. **Revenue and Expenses**
4. **Legal Considerations**
5. **ORG Chart**
   1. **Operations**
   2. **Admin**
   3. **Fire Prevention**
   4. **Training**
   5. **EMS**
   6. **Clerical support**
   7. **Facilities, Vehicles and Supply**
   8. **Financial**
   9. **Human Resources**
   10. **Planning/Accreditation**
6. **Volunteer Members**
7. **Collective Bargaining Agreements**
8. **Standard of Response Coverage**
   1. **Strategic staffing plan**
   2. **Strategic facilities plan**
   3. **Strategic services plan**
9. **Future Expansion of the RFA**
10. **Information/ Election Strategy**