

Regional Fire Authority Planning Committee



OLYMPIA TUMWATER REGIONAL FIRE PLANNING AUTHORITY COMMITTEE MEETING AGENDA

Online via Zoom

**Monday, March 14, 2022
5:30 PM**

1. Welcome, review of Feb. 28 summary, agenda, meeting schedule
2. Staff team Update (Jay, John)
3. Review/Discussion: Purpose statement from Chiefs
4. Update and possible action: Draft Communications Plan, website - Karen M
5. Review revised work plan - Karen R.
6. Possible action: Revised RFA Planning Committee Charter
7. Presentation: RFA financing introduction-- fire levy, other revenues, importance of RFA reserves, fund balance, Fire Benefit Charges - Karen R., Bill C.
8. Meeting re-cap and talking points summary for City Councils - Karen M.
9. Adjourn

Remote Meeting Information

To comply with Governor Inslee's Proclamation 20-28, the City of Tumwater meetings will be conducted remotely, not in-person, using a web-based platform. The public will have telephone and online access to all meetings.

Watch Online

<https://us02web.zoom.us/j/83567586987?pwd=TDg5MnJlYU94Zlc0bjZDYWhPb0dHZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 835 6758 6987 and Passcode 177489.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please

contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

Olympia - Tumwater RFA Planning Committee

RFA Committee Action, Decision, Question Log

RFA Committee Action Item Log

January 24, 2022

Action taken	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	

Questions/Follow up Requests:

- Work plan - facilitator (Karen M)
- Communication plan – facilitator (Karen M)

February 28, 2022

Attendees: Erika Stone, Karen Meyer, Karen Reed, Brian Hurley, Jay Burney, James Oseberg, John Doan, Bill Cushman, Mark John, Faith Trimble, Steve Busz.

Councilmembers: Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	Created preliminary spreadsheet.
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	Financial spreadsheet updates, additional requests may be made by Bill.
Internal/External website, social media, news release discussion	John Doan, Jay Burney	

Questions:

- Tumwater and Olympia attorneys should have a discussion and discuss bandwidth and expertise. If not available, may need to look at hiring legal counsel

- Fire Benefit Charge requires 60% approval to create RFA. (Can County Assessor accommodate with timeline?)
- Can we consider a why/purpose statement for the RFA, for when public and staff ask questions?
 - Who will be on point at each city to prepare talking points, FAQs, etc?
- Agenda- Suggest we add main talking points to the agenda (to prepare our report out to councils)

Follow ups:

- Jay/John
 - Finalize staff team
 - Meet with Chiefs and Bill C.
- Karen M.
 - Examples of RFA plans
 - Survey who would like a binder for RFA committee documents (Erika/Susan can assist with creating binders)
 - Send out revised draft communications plan; revised draft charter
- 2nd and 4th Monday for RFA meeting proposal
 - Karen M. to plan with John and Jay. (Erika to schedule extra meeting)
- Karen Reed- next mtg - come back with new draft charter
- Steve Busz- send spreadsheet to Bill, John and Jay from comparable sub-committee.

Olympia - Tumwater
RFA Planning Committee
DRAFT phase 1 communication plan
Jan. - June 2022

Key Messages Jan. - June 2022	<ul style="list-style-type: none"> • The Regional Fire Authority (RFA) Planning Committee is advisory to the City Councils of Olympia and Tumwater. • The RFA Planning Committee is comprised of 3 elected officials from each City Council. • The RFA Planning Committee is tasked with developing an RFA Plan, which, if approved by both jurisdictions, will be submitted to the voters of both cities. • The Planning Committee began working in March 2021. • The Planning Committee will work closely with the Olympia and Tumwater City Councils in developing the RFA Plan, reporting to these legislative bodies as recommendations are developed. • Public outreach is an important and required part of the RFA planning process. • A timetable for the process has not been set; if discussions are successful, it is anticipated the measure will be placed before the voters for approval sometime in 2023.
Audiences	<p>Internal:</p> <ul style="list-style-type: none"> • City Councils – Olympia and Tumwater. • Employees of Olympia and Tumwater fire departments. <p>External:</p> <ul style="list-style-type: none"> • Residents and businesses within the proposed RFA boundaries. • Local media (I.e., the Olympian, radio, tv, etc.). • Emergency service providers. • Cities, Tribal governments within the proposed RFA boundaries.
Strategy	<ul style="list-style-type: none"> • Provide regular, balanced, accurate, high-level information to the City Councils to enable them to quickly stay informed on project status and next steps. • Ensure an opportunity for two-way input – information out from the Planning Committee and information and feedback in--to and from all primary and secondary audiences. • Progress should be transparent. Project schedule, status, meeting agendas, meeting summaries, meeting materials should be posted on the website unless otherwise directed.

v. 2.26.21

Tactics	<ul style="list-style-type: none">• Host a website with an overview of the role of the Planning Committee, FAQs, Proposed Boundary Map, Planning Committee Meeting agendas, and minutes. Link to website on homepage of both jurisdictions.<ul style="list-style-type: none">○ Public can submit comments/questions by email via the website. Comments are reported monthly to the Planning Committee.• Bi-monthly verbal updates to City Council.• Two series of online open houses for community input /education (during plan development).<ul style="list-style-type: none">○ Timing TBD• Additional presentations: City of Lacey, service clubs as requested.• Press releases/ media outreach as milestones reached.• Departmental newsletters.• Outreach with community groups, business organizations, etc.• Informational briefings for any contract service agencies.
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Cities of Olympia and Tumwater
Regional Fire Authority (RFA) Planning Committee
DRAFT website content/FAQs
Mar. 2022

The Cities of Olympia and Tumwater have agreed to explore the potential of creating a Regional Fire Authority encompassing both jurisdictions. A Planning Committee, composed of three city council members from each city has been created to lead discussions.

The **mission of the Planning Committee** is to create and propose to the elected leadership of both cities a plan for a regional fire authority encompassing the entire territory within the jurisdictional boundaries of both cities, including the proposed governance, design, financing and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or system. The Committee's responsibilities are set forth in Ch. 52.26 RCW. The Planning Committee is advisory to the city councils.

The Planning Committee held its first meeting on August 16, 2021.

All Planning Committee Meetings are being conducted via Zoom [see link] and are open to the public.

Click here for information on **future Planning Committee meetings**: [link]

All **agendas and materials for the Planning Committee** can be accessed here: [link]

Questions or comments? Please email [insert email]; your questions and comments will be shared with the Planning Committee. Staff will respond to your email.

Frequently Asked Questions:

Q: What is a Regional Fire Authority?

A: A Regional Fire Authority (RFA) is a special purpose district established by voters in a service area that provides funding for fire and emergency medical services. State law provides the framework for cities, towns, fire districts, ports and other agencies with authority to provide fire service to consider forming an RFA to gain service efficiencies through consolidation while retaining local control. The creation of an RFA is authorized by state law ([Title 52.26, Revised Code of Washington](#)).

Q: How is an RFA created?

A: First, participating agencies must reach agreement on a plan for the RFA; that is the mission of the Planning Committee. The proposed Plan must then be approved by the City Councils of both Olympia and Tumwater, who would then call for an election on proposal. All voters in the proposed service area would be able to vote on the proposition.

Q: Why create an RFA?

A: Creating an RFA will enable full consolidation of the two separate fire agencies and provide an opportunity to achieve further efficiencies in the delivery of fire and emergency services, providing a more efficient oversight structure through a single governance board, and stabilize funding in support of fire suppression and basic life support services.

Q: Who else has created an RFA?

A: There are currently thirteen RFAs in the state of Washington including South Whatcom Fire Authority, North Snohomish County Fire Authority; Marysville Fire Authority, South Snohomish County Fire Authority, Renton Regional Fire Authority, Valley Regional Fire Authority, West Benton Fire & Rescue, Kent Fire Department Regional Fire Authority, Riverside Fire Authority, North Mason Regional Fire Authority, Southeast Thurston Fire Authority, West Thurston Regional Fire Authority.

Q: What happens to the firefighters and staff in the two cities—will they still be providing service to my community? Yes. If the RFA is approved by voters, firefighters and other staff from both Olympia and Tumwater will become employees of the RFA. Similarly, the fire stations and fire trucks and other emergency response vehicles will become the responsibility of the RFA.

Q: How is the RFA funded? Does this funding differ from current fire services funding?

A: The RFA has the same funding authority as a fire district. In sum, the RFA can either be funded by a property tax, or a combination of a property tax and a “**fire benefit charge**.” The RFA Planning Committee will make a recommendation on the funding plan.

Q: What is a fire benefit charge?

A: A fire benefit charge (FBC) is a charge based on a national standard and considers required firefighting resources, the size of the building(s) on a property, and the hazards associated with those building(s). For example, a business storing pressurized gas products would pay a larger FBC than an office building of the same size. A new house and an older house of the same size will typically pay the same amount. Eligible low-income senior citizens and disabled persons would typically receive the same percentage discounts on their FBC as they currently do for property taxes. The FBC funding mechanism requires approval of not less than 60% of the voters and must be re-approved by voters every six years.

Q: How much will the RFA cost?

A: Costs cannot be firmly estimated until the RFA Plan being developed by the Planning Committee is completed.

**Q: When will I know what the plan is for the RFA and how much it will cost me?
How can I have input into the process?**

A: The Planning Committee will conduct public meetings as the Plan is developed to answer questions and get input. Meeting summaries and materials the Planning Committee is reviewing will be posted on the website **[insert link]**. You can also submit questions and comments at **[insert link]**.

Q: What is the timeline for the project?

A: The schedule calls for the RFA Plan to be developed and submitted to the City Councils by October 2022, and approved by early February 2023. There will be public hearings associated with the consideration of the RFA Plan and there will be public education and outreach efforts following the adoption of the RFA Plan so that voters can be well informed. If approved by the City Councils the RFA could be placed on the ballot as soon as April 2023.

Q: How is the RFA governed?

A: The RFA is to be governed by a Board of Commissioners that will initially be comprised of elected officials from both cities. The Planning Committee will develop a more detailed governance proposal in the coming months. Once created, the RFA Board is responsible for approving the RFA budget each year and must conduct a public hearing as part of the budget process.

Q: Will my fire station be closed?

A: Fire Stations are located in areas to ensure targeted response times can be met

consistently throughout the service territory. The RFA Plan will evaluate response times and resource needs to determine whether to propose any change to current firefighter staffing and station's locations.

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				
Election date	<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>	Annexation effective date	Levy Start Date <i>(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.

Cities of Olympia and Tumwater Regional Fire Authority Planning Committee

Draft Proposed Charter / Operating Rules

Version dated 3.8.22 marked to show changes from Version dated 2.28.22

- A. **Mission of the Regional Fire Authority (RFA) Planning Committee:** The mission of the Planning Committee is to create and propose to the City of Tumwater and the City of Olympia a plan (“Plan”) for a regional fire authority encompassing the entire territory within the jurisdictional boundaries of the two cities, including the proposed governance, design, financing and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or systems, all as authorized by Ch. 52.26 RCW. The Planning Committee is advisory to the City Council [and Mayor if there’s a strong mayor]. The Planning Committee shall seek to develop a Plan which, if approved by the voters of the cities, will achieve the following goals and outcomes:
1. To provide stable, secure, affordable and sustainable funding and service levels over time to meet the needs of the growing population in the proposed RFA boundaries.
 2. To improve efficiency and effectiveness of fire service delivery in the proposed RFA boundaries.
 3. To provide service at levels equal to or better than those currently provided within the participating jurisdictions.
 4. To ensure the Plan addresses the concerns and needs of both the cities and is ultimately supported by both City Councils.
 5. To provide transparent, understandable information to the public about the potential impacts of the proposed RFA to the residents of the proposed RFA.
 6. To ensure meaningful public input opportunities during the planning process, and to consider public input received in the drafting of the Plan.
 7. To ensure the governance plan for the RFA provides equitable representation of the member cities, and to provide sufficient flexibility in the Plan to allow additional cities and fire districts to join the RFA in the future without needing to re-submit a new RFA plan to the voters of the proposed RFA.
- B. **Membership:** The Planning Committee membership shall include 3 councilmembers from each city, who shall be the sole voting members of the Planning Committee. The councilmember positions will not have alternates. The Fire Chief from each city shall serve as *ex officio non-voting* member of the Committee. The IAFF Local President from each city shall also serve as *ex-officio non-voting* members of the Committee, and may send a

designated alternate to attend meetings in his/her absence. The voting and *ex officio* members are collectively referred to as the “Members” of the Planning Committee in this Charter. The voting members are referred to as “Voting Members.”

C. Process:

1. Schedule. The Planning Committee will meet on a regular basis approximately twice a month from February 2022 through December 2022, and once a month thereafter if the Plan is adopted by both Cities. The Chair of the Planning Committee may also schedule special meetings as may be necessary or appropriate.
 2. Developing Preliminary Recommendations, Public Outreach Process. The Planning Committee will accomplish its mission by reviewing staff-developed reports, information, options and recommendations and considering public input. The Planning Committee will identify preliminary recommendations with respect to all items that must be included in the Plan. The Planning Committee shall also provide advice on the public outreach effort accompanying the development of the Plan and public education effort after the Plan is approved.
 3. Periodic Updates to Councils. The Planning Committee will provide periodic updates to the Councils of both cities in the form of preliminary recommendations, in order that the Councils may provide timely input on the development of the Plan.
 4. Council Deliberations. Either or both Councils may determine they need additional time to deliberate on a preliminary recommendation from the Planning Committee, and if so, the Planning Committee will shift its work plan so as to not delay the schedule any further than necessary. A Council choosing to deliberate on a preliminary recommendation will make every effort to conclude its deliberations by the end of its next regularly scheduled meeting.
 5. Reconciling Direction from Councils. If either Council is opposed to any preliminary recommendation of the Planning Committee, it will promptly so advise the Planning Committee. The Planning Committee will then work to amend the preliminary recommendations to reconcile it with input from the Council and bring revised preliminary recommendations back for review by the Council. In the event of any apparently irreconcilable conflicts between the Councils, the Planning Committee will so notify the Councils and propose a resolution. Work on the project will cease if either Council adopts a resolution to halt work on the project.
- D. Prompt Notice of Impasse or Desire to Terminate Process. The Planning Committee members agree to negotiate in good faith. If either City determines that there is an

impasse between itself and the other City, it shall promptly so notify the other City in writing (which may be transmitted by email). In the event of an impasse on any item, the Planning Committee shall confer on potential resolution to the matter and offer its recommendation to the legislative bodies. Either City may withdraw from the Planning Committee on thirty (30) days advance written notice to the other City (which may be transmitted by email).

- E. **Public Input.** All meetings of the Planning Committee shall be open to the public and shall be duly noticed as public meetings as required by law. Agendas for meetings (and to the extent practicable all meeting materials) shall be posted online not less than 24 hours before each Committee meeting. The Planning Committee is required by statute to ensure there are opportunities for public input in the development of the Plan. The Planning Committee shall adopt a plan for public input, which will at a minimum include conducting two public information and input sessions before the Plan is approved by the Cities. The City of Tumwater will also host a website (the "RFA Website") where the public and other stakeholders can gather information and review the agendas, proceedings and materials considered by the Planning Committee. The Planning Committee may determine whether to take public comment at its meetings and shall provide the public a means to submit written comments to the Committee. If the Planning Committee determines to take public comment at its meetings, it shall approve the rules relating to such comment.

- F. **Public Communications.** Members of the Planning Committee may be called on from time to time to comment about the activities of the Planning Committee or the subject matter under deliberation. In such communications, Members will take care to distinguish any official Planning Committee positions from individual Member positions. Members agree to refer inquiries from the press to the Chair and Vice-Chair of the Planning Committee for response on behalf of the Planning Committee.

- G. **Chair and Vice-Chair of Planning Committee:** The Planning Committee elected a Chair and a Vice-Chair from among its voting members, w. The Chair and Vice-Chair will review and approve agendas in advance of meetings. The Chair will preside over the meetings; the Vice-Chair will preside over the meeting in the absence of the Chair. The Chair and Vice-Chair shall serve as spokespersons for the Planning Committee and shall sign transmittals and reports of the Planning Committee and assume such other duties as may be delegated to them from time to time by the Planning Committee. Any vacancy in the post of Chair or Vice-Chair may be filled by the Planning Committee upon a vote of a majority of the Planning Committee. In all events, one of these officers must be a Voting Member from the city of Tumwater, and one must be a Voting Member from the City of Olympia.

- H. **Resignation and Appointment of Replacement Voting Members.** Any Voting Member of the Planning Committee may resign, and such resignation shall be effective upon submitting written notice to the Chair and the resigning member's Council. The Council of the resigning Voting Member shall take prompt action to appoint a replacement member.
- I. **Planning Committee Meetings.** Notice of all meetings of the Planning Committee shall be given by the Chair or his/her designee in writing by electronic mail or personal delivery to all Members at least seven (7) days prior to the date on which the meeting is to be held; provided, however, the Chair may call for special meetings upon not less than twenty-four (24) hours' notice. Any notice shall specify the date, time and place of the meeting; provided, however, notice may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time at which the notice is required to be given, which shall be equivalent to the giving of such notice. Notice for a special meeting shall also specify the business to be transacted as required by RCW 42.30.080(3).
1. Agendas. Prior to each regularly scheduled meeting, the Planning Committee, the Chair and Vice-Chair shall work with staff to confirm an agenda for the meeting. At the beginning of the meeting any Member may request that the Chair add an item to the agenda. The decision whether to add an item shall be made by the Chair. Agendas will be made available to the Members electronically (by email) at least 3 days prior to the meeting. Staff supporting the Planning Committee shall make best efforts to provide all meeting materials to the Planning Committee at least 2 days prior to the meeting date.
 2. Quorum. A quorum at any meeting shall consist of Planning Committee Members who represent a simple majority of Voting Members (five Voting Members).
 3. Rules of Order. All meetings of the Planning Committee shall be conducted informally but as needed shall be in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.
 4. Minutes. The Planning Committee has appointed a staff person to prepare and maintain summary minutes of Planning Committee meetings, recording attendance, general discussion items, decisions, follow up items and votes (where taken). Minutes approved by the Planning Committee shall be available to the public and posted on the RFA Website.
 5. Meeting Notices and Agendas. All meeting notices and agendas will be posted on the RFA Website in compliance with RCW 42.30.077, .080.

J. Decision Making:

1. Votes. The Planning Committee shall attempt to make decisions by consensus, defined as approval from not less than four Voting Members, including two from each agency. Where such consensus cannot be achieved, items may be approved by majority vote of Voting Members, however, the lack of consensus shall be noted. The minutes shall reflect the votes of each member. Each Voting Member of the Planning Committee has one vote. No proxy voting is allowed.

2. Routine Items. Routine actions of the Planning Committee will be confirmed by a simple majority vote of the Voting Members

3. Approval of Final RFA Plan. Notwithstanding the terms of Section I.1-2, the final proposed Plan must be approved by not less than two of the Voting Members from each City.

K. **Staff support for Planning Committee:** Staff support will be provided by the employees of the cities, and an independent facilitator and consultant team. Both agencies acknowledge that additional consultant support may be necessary to develop all the information sought over the course of this effort. The Planning Committee will utilize Mark Barber, Olympia's City Attorney for legal advice. In the event that the Planning Committee determines that the assistance of outside legal counsel is needed, the Cities anticipate sharing the cost of such services.

L. **Funding:** Early in its process, the Planning Committee will make a recommendation as to how costs of the project should be allocated between the cities and shall forward that for action by the appropriate city processes.

M. **Approval and Amendment of this Charter:** This Charter shall be approved by vote of not less than four Voting Members of the Planning Committee, including two Voting Members representing each City, and any amendments must be similarly approved.