



RFA Planning Committee

Facilitator: Battalion Chief Rick Marshall	Meeting Number: 15
Meeting date: 3/9/2016	Meeting start time: 15:00
Minutes taken by: Rhonda Heyden	Meeting end time: 16:00

I. Agenda Items:

1.	Call to Order
2.	Approval of Minutes from the 2/24/2016 Meeting
3.	External Communication
4.	Frequency of Meetings/Upcoming Meeting Date
5.	Good of the Order

II. Discussion/Decision Items:

Topics	
1.1	
1.2	
1.3	
1.4	
1.5	

III. Action Assignments:

	Description	Person Responsible	Due Date
1.			
2.			
3.			
4.			
5.			
6.			

IV. Next meeting:

Meeting date:	To be determined
Meeting start time:	
Meeting end time:	