



# RFA Planning Committee

<b>Facilitator:</b> Deputy Chief Chad Michael	<b>Meeting Number:</b> 11
<b>Meeting date:</b> 10/29/2015	<b>Meeting start time:</b> 14:00
<b>Minutes taken by:</b> Rhonda Heyden	<b>Meeting end time:</b> 16:00

## I. Agenda Items:

1.	Call to Order
2.	Approval of Minutes
3.	RFA Plan
4.	Staffing
5.	Next Steps
6.	Communications
7.	Next Meeting

## 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:

<b>Meeting date:</b>	11/12/2015
<b>Meeting start time:</b>	14:00
<b>Meeting end time:</b>	16:00