EXHIBIT A – CRT CHARTER (8 SEPTEMBER 2017)

Community Resource Team Purpose
• The City of Vancouver, Washington has established this Community Resource Team (CRT) in order to get input from a diverse range of community interests on fire service delivery.
• CRT members have been selected for their knowledge of community interests, their critical thinking skills, their diversity of thought and access to both formal and informal stakeholder communication networks.
• The CRT advises the City of Vancouver. The final decision on any revisions to the service delivery model, and subsequent actions to implement the model, will be made by the City of Vancouver City Council.
• CRT members, as a group, will work with City and Fire Department Staff and the meeting facilitator to give input on alternative models for fire service delivery in Vancouver.

Role and Responsibilities
Community Resource Team
• CRT members will be expected to attend all committee meetings to share their community knowledge and insights with City and Fire Department Staff.
• CRT members are asked to review pertinent background data and ask any and all questions that help shed light on opportunities to improve the fire service delivery system.
• CRT members are encouraged to interact directly with the community and their stakeholder constituencies, provide information, and bring questions and comments back to the CRT meetings for discussion.
• Where needed and as requested by staff, CRT members will be invited to attend and provide project insight at public meetings and other occasions, such as City Council work sessions and hearings.

City and Fire Department Staff
• Necessary fire and city staff will attend each CRT meeting. Independent technical consultants may be called in on an as needed basis.
• Staff includes City administration and Fire Department administration.
• City will arrange for note taking of each meeting and post meeting summaries on the city’s website.

Guiding Principles
The workable solution...
• Is financially sustainable, driven by creativity, for the long term.
• Balances the community’s appropriate level of service and fire personnel safety while aspiring to industry standards.

The solution shall...
• Respect the integrity of existing labor agreements.
• Provide equitable service delivery.
• Reach conclusions driven by data to the extent possible.

Operating Procedures
• The CRT is scheduled to meet approximately 4 times during the course of the project. The first, two-hour meeting will provide background and a review and update of the 2012 initiatives. Subsequent meetings will engage the CRT in problem solving and exploration regarding fire service delivery.
• CRT members will also be encouraged to attend future City Council meeting(s) where needed and as requested by staff.
• CRT members should plan on attending all CRT meetings.
• Since the CRT is advisory, members will be asked to provide their input, with no elected chair or other officers. An impartial professional facilitator will lead the sessions and work with staff to support meeting arrangements, agenda development, project update presentations, and meeting notes.

• CRT meetings will be summarized and provided to the group for review and approval as to their accuracy.

• All meetings will be announced to the public in advance and will be open to public attendance. However, no public testimony will be taken.

• The CRT will dissolve at the close of the process.

• The point of contact for inquiries from officials or the media is Jan Bader at (360) 487-8606 and jan.bader@cityofvancouver.us. If CRT members are approached by the media, it would be the preference of the city that they refer the inquiry to Jan Bader. If members of the CRT communicate with the media, it is respectfully requested that CRT members clarify their opinion as their own and not representative of the City of Vancouver or the CRT. CRT members may not represent the entire CRT group without prior agreement by the CRT.

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