

Administrative Advisory Committee Guidelines

Recommended for Approval by AAC on 09/01/2016

Adopted by SVFR Board of Directors on 09/21/2016

Adopted by WLAD Board of Directors on 09/29/2016

An Administrative Advisory Committee (AAC) has been created to assist in implementing and executing the WLAD / SVFR IGA Implementation Plan. The AAC will be tasked with on how well the components of this Plan are being put into effect and whether these components are achieving the desired goals. The AAC will then assess whether the components of this Plan can be modified or redirected to better achieve the desired result. It will then provide feedback and recommendations to the administrative team and to the Boards of WLAD and SVFR for policy level recommendations.

The AAC is advisory only. It will not have authority to direct any aspect of the implementation and execution of this Plan or to address any of the concerns brought to its attention. Its role is to gather information, consider whether and, if so, how Plan implementation and execution can be carried out more efficiently or more effectively, and to then develop and deliver its recommendations to the appropriate administrative or governing body.

The AAC will be comprised of (1) one WLAD Board Member selected by the WLAD Board; (2) one SVFR Board Member selected by the SVFR Board; (3) a member of SVFR senior management team; (4) a member of WLAD senior management team; (5) a WLAD line employee; (6) a SVFR line employee; and (7) a citizen who is a resident of the WLA and the SVFR Districts and approved by the other members of the AAC. Once the AAC members are selected, the AAC members will select one of the AAC members to serve as the Chair. Internal AAC members will be approved by their respective Boards.

The AAC will meet no less than once every two months and, if needed, more frequently.

The AAC will develop a process by which any stakeholder may submit to the AAC information or concerns related to the effective and efficient implementation and execution of this Plan. The AAC will document and review the information and concerns presented, assess the significance of the information and concerns, develop recommendations that address the information and concerns, and present those recommendations to the administrative team responsible for implementation and execution of this Plan and, where appropriate, to the Boards of WLAD and SVFR.

Process Improvement Recommendations

1. Any member of the AAC who receives a request for process improvement shall advise the person making the request to fill out a Process Improvement Form and return it to them for submission. Process Improvement Forms will be available on the SVFR and WLAD websites in the Administrative IGA Information area, or at the reception area of SVFR Station-1 and the WLAD Administrative Offices.
2. Once the process improvement form has been given to the AAC member, the AAC member shall complete the areas of the form appropriate to them and submit it to the AAC Chair.
3. After the AAC Chair receives the completed form they will read it, contact the person making the request to advise them it has been received and is under consideration.
4. The AAC Chair will then send a copy of the form to the Chief / Director and provide him / her with and any additional information needed to fully investigate the complaint.
5. The Chief / Director will then forward a copy of the form to each member of the AAC and advise them the matter is being investigated.
6. To ensure all inquiries are investigated thoroughly before being discussed in a public meeting, the Chief / Director will be given a minimum of one week before any discussion regarding the suggestion or concern occurs in a public meeting.
7. After an investigation into the inquiry is complete and it has been discussed in a public meeting, the AAC will make a recommendation if it needs to be forwarded to the Board of each District for additional discussion or direction. If it is determined that the inquiry has been adequately addressed in the AAC meeting, it will not be forwarded to the Boards.