

Administrative IGA Sub-Committee

*Reviewed and Adopted by SVFR Board of Directors on 10/18/17
Reviewed and Adopted by WLAD Board of Directors on 10/26/17*

During the month of July, when each Board elects' officers and committee representatives (i.e., Urban Renewal), they will choose two board members from their District to serve on the Administrative IGA Sub-Committee. This committee will meet on an as needed basis and will be tasked with providing feedback and recommendations to the administrative team and to the Boards of WLAD and SVFR for matters concerning the Administrative IGA. Additionally, the sub-committee will be responsible for assessing concerns and recommendations from both internal and external stakeholders regarding the IGA.

This sub-committee will be advisory only and will not have authority to direct any aspect of the implementation and execution of the IGA Implementation Plan or to directly address any concerns or recommendations brought to its attention. Its role is to gather information and to consider how the plan's execution can be carried out more efficiently and/or effectively. Then, deliver their recommendations to the governing boards of each district.

The Boards of each District will utilize a process by which any stakeholder may submit recommendations or concerns related to the implementation and execution of the IGA. The Board Member who receives the complaint will direct it to the respective Board President. The Board President will then document and review the concerns presented and determine if the situation warrants the review of the Administrative IGA Sub-Committee.

Concerns forwarded to the Administrative IGA Sub-Committee will be reviewed during an open meeting to assess the significance of the concerns, develop recommendations, and present those recommendations to the administrative team, and where appropriate, to the Boards of WLAD and SVFR.

Process Improvement and Recommendations

1. Any Board Member, 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 Board Member, the Board Member shall complete the areas of the form appropriate to them and submit it to their Board President.

3. After the Board President receives the form, they will read it and contact the person making the request, to advise them it has been received and is under consideration.
4. The Board President will then send a copy of the form to the Chief / Director and provide him / her with any additional information needed to fully investigate the complaint.
5. The Chief / Director will then forward a copy of the form to the Board President of the other District and advise them the matter is being investigated.
6. To ensure all complaints 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 suggestion or concern is completed and it has been discussed in a public meeting, the Sub-Committee will make a recommendation if it needs to be forwarded to the Board of each District for additional discussion or action. If it is determined that the complaint has been adequately addressed in the sub-committee meeting, the findings and recommendations will be forwarded to the Board President of each district.