

Smythers, Doug

From: Bob Tucker [BTUCKER@albemarle.org]
Sent: Friday, November 14, 2008 08:45
To: Smythers, Doug; dayton@compuserve.com; Ken Boyd; Ann Mallek; Dan Eggleston; Bryan Elliott
Cc: Annie Kim; Lee Catlin
Subject: Agenda for Fire/Rescue Ordinance Committee (Tues,Nov18@5:30pm,4thFl,Conf Rm.)
Attachments: Draft Agenda November 18.doc; Advisory Committee Formation.doc

Everyone,

First of all, I would like to thank you all for agreeing to serve on this F/R Ordinance committee. I appreciate your willingness to provide input into the drafting of this very critical ordinance and look forward to seeing the product of your work.

In preparation for your first meeting on Tuesday, Nov 18th at 5:30pm in the 4th Floor Conference Room, I wanted to share with you a draft agenda as well as a statement regarding the formation of your committee.

I've discussed the draft agenda with Ken and he has agreed to serve as Chair Pro-Tem until such time as a permanent Chair is appointed. The formation document was prepared in accordance with the County's Public Participation Guidelines, adopted earlier this year. This document is consistent with a process/structure we've successfully used in working with several other recent committee efforts including the Crozet Library Steering Committee, Western Park Advisory Committee, and the Pantops/Crozet Citizens Advisory Committees.

For the first meeting of the committee, I've asked Lee Catlin, Director of Community Relations, to attend and review our

committee formation process as she has done for a number of the County's advisory groups. You may choose to invite her to attend subsequent meetings to assist with processing discussion or simply rely on your selected Chair to serve this function. Finally, Annie Kim, Senior Assistant County Attorney, who will be ultimately responsible for drafting the proposed Ordinance, will take meeting notes for distribution to committee members. Neither Annie nor Lee will participate in your discussions as their roles are to merely support and assist your deliberations as necessary.

In closing, I really appreciate your assistance with this important effort and the Board of Supervisors is looking forward to an update on the process in January, 2009.

Thanks again,

Bob

Robert W. Tucker, Jr.
County Executive