

Mountain View Fire Protection District – 4/28/07 Meeting

Members present: Judy Rusk, Randy Winsett, Anne Freeman-Pawlowski, Scott Lyle, Stephen Walker, Fire-corps coordinators – Starr Aldrich, Bill Dashiell

The purpose of this meeting was to review the Board’s vision for the future of Mountain View Fire Protection District and engage in comprehensive discussions with respect to how each member of the board views the future development of the organization. The session included discussions on a variety of topics including the ESCi memos and planned assessment of the resources/functions of the district on its own, and, with resource sharing amongst neighboring districts. Summarizations of the Stifle-Nicholas process were offered as well, in reviewing the importance of reaching consensus amongst the BOD regarding its future vision for the district. Brief discussion was held to confirm dates CWH has set for the assessment of candidates for Chief.

After significant dialogue, the board of directors has reached the following guidelines to help the district evolve and grow through the years to come. These guidelines include the district’s primary vision, mission, and values. These guidelines are purposefully simple so that every member of the district can remember them. It is our intention that we all dedicate ourselves to doing our part in fulfilling the mission to support our community by doing the right thing at the right time for the right reasons. Finally, the BOD clarified its primary roles in service to the district and its membership. The guidelines are as follows:

Primary District Vision – “COMMUNITY FIRST”

Enhance and Protect our Quality of Life in MVFPD by meeting the Needs of the Community through Responsive, Innovative Leadership

Mission - “TO PROTECT LIFE AND PROPERTY”

Value Statement for MVFPD

“Do the RIGHT THING, at the RIGHT TIME for the RIGHT REASONS at any given time.”

Discussion: Our intention is to assist in building community within the district, both within the membership and amongst our constituents. We will begin this process by establishing the kind of relationships that will facilitate our values and ethics to guide the organization and utilize the skills, experience and good intentions of our membership.

Essential Board Roles:

TO CREATE POLICY
APPOINT AND SUPPORT THE CHIEF
REPRESENT OUR CONSTITUENCY
ENSURE ALIGNMENT OF RESOURCES
DISTRICT OVERSIGHT

Action Items:

1) The first order of business involved a review of the development of the district's Fire Corps program by coordinator Starr Aldrich and his primary assistant Bill Dashiell.

Fire Corps primary role is to align its activities to strengthen and help support the district's vision. Specific support in non-emergency activities will include:

- administrative support through the provision of skilled people and an ongoing review of the administrative needs of the district
- public education on fire prevention and overall district needs including: fund raising, development of the SPARKY program, public school education forums, and community activities
- web site development and updates – work with district personnel to constantly update, simplify the site map, and arrange for expanded functionality for all the membership

Mr. Aldrich and Dashiell also proposed a long-range vision for Fire Corps that would include a public neighborhood watch program. Functions would include coordination and training within specific residential and commercial communities and the formation of Citizen Incident Response Teams.

The board was impressed with the Fire Corps vision and effective planning to date in helping to both provide a conduit to citizen involvement within the district, but, to support the district's public education and service mission.

2) A discussion and commitment to improve the district's IT needs, revise and remedy our Email system and develop a more functional policy for its use, communications and information transmission, as well as expand our ability to block spam. The discussion included an interest in reviewing the results of the IT assessment currently underway and ESCi's review of our communications systems to be conducted later in the month.

3) There was discussion with regard to member's concerns about confusing roles and responsibilities in administration, and, the likelihood of some kind of realignment of job responsibilities following the appointment of a new chief. It was determined that a review of job descriptions amongst administrative personnel is desirable. Key administrative personnel will be asked to review their current list of responsibilities, and, their proposed list of responsibilities so that we can assess both formal and informal duties, use of time, supervisory roles, direct reports, and the evaluation process. This information will be useful in communicating staffing needs to our constituency and help facilitate the necessary transition with an incoming chief. Discussion included the importance of concerns with respect to money handling, cross training, and providing a mutual understanding amongst personnel and incoming chief.

4) Begin the process of attending to the organization's esprit de corps by quarterly arranging for membership-wide gatherings. The gatherings will rotate amongst the district's stationhouses and include an awards ceremony, bar-b-que, pot luck, and a fun activity to better socialize and build community. Awards for the recognition of

remarkable employee service will be given at each gathering. Community members including the local mayor, or important individuals will be invited. The awards will include:

The Jeff Gold Award - For the member who best demonstrated service consistent with the district's driving Value (*Do the right thing at the right time for the right reasons at any given time.*)

The Lon Miller Award – (annual) Recognizing outstanding Public Education and Support

These awards will be determined by the district's awards committee that will be comprised of 2 volunteer, 2 career, and 1 administrative representative(s). The committee members will be nominated by their peers. Each award recipient will have been nominated by any member of the district.

5) Board members volunteered and were given specific assignments for follow through. Assignments included the following:

Scott – IT

Judy – Roles and Responsibilities amongst Admin

Ann – CWH screening results will be sent to membership once everyone has been notified.

With that the meeting was concluded and disbanded.