

# BCFPD Meeting Minutes – 12-11-2014

BCFPD Organizational Management meeting		
12.11.2014	7:00pm	Willow Creek Community Church
Meeting called by	Lew Bender, PhD – Management Consultant	
Type of meeting	Meeting to discuss dynamics of the BCFPD leadership team	
Facilitator	Lew Bender	
Note taker	Paul Struck	
Timekeeper	N/A	
Attendees	Dr. Tom Long, Tom Rowan, Marvin Hill, Paul Heinze, Paul Struck, Lew Bender	
<b>Purpose/Agenda: Discuss/review current organizational dynamics of the BCFPD Board of Trustees and leadership team</b>		
	Lew Bender	
Discussion	<p>Mr. Bender facilitated a discussion with the BCFPD Board of Trustees (BoT) to discuss and review the current issues of the District. The Trustees highlighted the BoT team structure and the reporting structure of the Chief, Finance Director and Deputy Chief (DC). We explained how the DC is not a BCFPD employee but rather PSI. We also discussed the reporting lines of the Finance Director to both the BoT as well as to the Chief.</p> <p>Lew explained that it is normal for the Finance Director to have a hard line reporting directly to the BoT for any/all issues related to the finances of the District and indirect to the Fire Chief for any issues related to administration and/or operations of the District.</p> <p>We explained that the Finance Director does not like to have this indirect reporting line to the Chief and she feels "chained" because of this reporting line, and would rather go to the BoT for any/every issue.</p> <p>Lew highlighted that this is something which is going to have to be resolved if we want to improve the organizational dynamics of the District and reduce the amount of overhead of the BoT members.</p> <p>We drew out the current organizational hierarchy of the District, including BoT, Chief, Finance Director and Deputy Chief, explaining the DC is an employee of PSI (and not the District).</p> <p>Lew highlighted the current organization structure has inherent flaws because it creates a situation where the DC can go directly to PSI with District issues and not the Chief. Regardless of who is in the role will not resolve this issue. The Trustees stated that decisions were made during the split with Barrington FD and this was a planned decision. There was acknowledgement that the Trustees will have to review the current organizational hierarchy and discuss possibilities of improvement.</p> <p>The group discussed what the key expectations are of the individual board members as well as the Fire Chief, Finance Director and DC. The key takeaway was the Trustees need to speak with One Voice, even if there is not 100% agreement on certain issues. Not speaking with One Voice creates scenarios where District employees as well as PSI team members could create divisiveness within the Leadership Team and confusion amongst the rank and file.</p>	
The meeting concluded and there was discussion about scheduling additional meeting with Lew Bender for another similar session to track status and discuss progress.		
Conclusions	Full agreement from all attendees to continue working together as a leadership team, remove barriers of communication and opaqueness and strive to improve as an organizational unit.	
Action Items	Person Responsible	Deadline
Need to plan next meeting	Lew Bender, All	TBD