

# BCFPD Meeting Minutes – 03-05-2015

BCFPD Organizational Management meeting		
3.5.2015	5:00pm	First Presbyterian Church – Barrington Hills, IL
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 Struck, Chief Jeff Swanson, Kim Mueller, Don Wenschhof, Lew Bender	
Not in Attendance	Paul Heinze	
Purpose/Agenda: Further discuss/review current organizational dynamics of the BCFPD Board of Trustees and leadership team		
	Lew Bender	
Discussion	Mr. Bender administered a test for all attendees. The test was to gauge and determine each individual's management style and looked into the "How and What" each individual focuses on when performing tasks and activities. Based on the results, Lew provided insights into what each individual focuses on when trying to solve a problem and/or manage tasks. He also provided insight (based on the results) into how the different styles can work together and what to look out for in the result of potential conflicts.	
<p>After going through all of the test results, the group sat down and discussed the BCFPD organizational hierarchy. Some of the specifics included the reporting hierarchy of the Finance Director (Kim Mueller) to both the Fire Chief as well as the Board of Trustees. Lew reiterated how the reporting hierarchy needs to be resolved and the current method (direct reporting line to the Board of Trustees and indirect to the Fire Chief for administrative/operational issues) is quite common based on his knowledge and experience. He went on to say that there needs to be 100% agreement within our leadership as to how this should be resolved and without resolution, the team will continue to regress on this issue. Lew also reiterated that the current structure of having the Deputy Chief be an employee of PSI (and not the District) will also continue to be an issue given the fact the DC can go directly to PSI with issues and not the Chief. Regardless of who is in the role will not resolve this issue.</p> <p>The group discussed what the key expectations are of the individual board members are of the Fire Chief, Finance Director and DC are (which were originally discussed at the previous organizational management meeting of the Board Members).</p> <p>There was acknowledgement that there needs to be better communication and coordination amongst the BCFPD Leadership Team and that the Chief, Finance Director and DC will begin meeting as a group on a regular basis going forward to support this effort.</p>		
The meeting concluded and there was discussion about getting back together with Lew Bender for another similar session to track 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
Regularly scheduled meetings with Chief Swanson, Finance Director Mueller and DC Wenschhof	Chief Swanson, Finance Director Mueller and DC Wenschhof	N/A