



Clallam County Fire District 3

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www.cfd3.org

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

SPECIAL MEETING

MAY 12, 2017

The Special Meeting of the Board of Fire Commissioners was called to order by Chairman James D. Barnfather at 8:30 a.m. on Friday, May 12, 2017, located at Fire District 3's Headquarters Station 34, 323 N. Fifth Avenue, Sequim, WA 98382.

Attendance: Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Captain Derrell Sharp, Captain Marc Lawson, Lieutenant Jeff Albers, Firefighter Stephanie Anderson, Firefighter Matt Newell, Firefighter Jared Romberg, Firefighter Scott Robinson, Firefighter Doug Morrill, Administrative Assistant Lori Coleman, and Maintenance Supervisor Tharin Huisman.

Business:

The purpose of the meeting was to conduct a workshop style meeting facilitated by Bob Norton of Tenzinga. The intent is to develop a Vision Statement, Core Values, Communication/Behavior Agreement, and a plan for rolling out these tools. These elements will assist the organizations in creating a culture that has clear direction and focus for the years to come. It also assists with clarity, problem-solving, consistency and communication for every level within the organization.

The meeting began with establishing ground rules and goals for the meeting. The ground rules were:

- Cell phones on silent
- One speaker at a time
- There are no bad ideas
- Have fun
- Feel free to share ideas
- 100% participation by attendees

The agreed upon goals were:

- Be productive
- Follow the ground rules
- Build the foundation in Vision, Core Values, and Communication and behavior agreement.

Two "ice-breaker" activities were conducted as a group.



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Working individually, then in small groups, followed by large group discussions the following two drafts of a Vision Statement were developed:

- Service Driven Through Excellence
- Service Driven by Excellence and Innovation

The final draft was agreed upon as “*Service Driven Through Excellence and Innovation*”

A movie clip regarding teamwork was viewed by the group, followed by discussion regarding elements of leadership.

Working individually, then in small groups, followed by large group discussions the following draft Core Values were developed:

- Unity
- Compassion
- Integrity
- Courage
- Honor

Working individually, then in small groups, followed by large group discussions the following draft Communication and Behavior Agreement was developed:

We agree to:

- ✓ Treat one another in a manner that maintains dignity, respect, and confidentiality.
- ✓ Be dedicated to excellence in our performance, while fulfilling our responsibilities.
- ✓ Deliver excellent customer service to one another and to those we serve outside the department.
- ✓ Treat mistakes as learning experiences and try not to repeat them in the future.
- ✓ Be supportive of one another at work and back each other up.
- ✓ Be optimistic, open-minded, innovative, and flexible.
- ✓ Engage in open, honest communication and keep each other informed.
- ✓ Address conflict before it escalates, contacting the other party directly, rather than working around them.
- ✓ Keep healthy humor alive and maintain a professional environment.
- ✓ Do what is ethical regardless of the consequences.
- ✓ Be part of the solution, not the problem.
Learn/teach – if you don’t know it: learn it, if you know it: teach it.



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Plans were made as to how to roll-out the Vision, Values, and Communication/Behavior Agreement. A group was formed to work on finalizing the documents. Another group was formed to work on the type and content of the roll-out events. The same group may get together again to confirm the product of these two work groups.

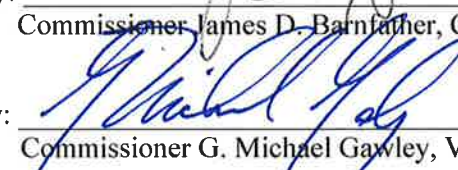
Commissioner Barnfather thanked the group for their effort and announced that the meeting was concluding.

Board Action: No action requested, for information only.

Meeting Adjourned at 3:30 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner G. Michael Gawley, Vice Chairman

By: 
Commissioner Steven K. Chinn

Attest:

By: 
Ben Andrews, Fire Chief