

CSFCA
COMBINATION SECTION
JUNE 11, 2009

MEETING MINUTES (AMENDED)

1. The meeting was called to order at 1510 by Chief Bruce Mygatt, Boulder Rural FPD. The following Departments were present: Black Forest Fire-Rescue, Boulder Mountain FPD, Boulder Rural FPD, CSFCA, Eaton Fire, Ireland and Stapleton (Dino Ross), Estes Park Fire, Federal Heights FD, Grand Valley FPD, Greater Eagle FPD, Los Pinos Fire, North Routt FPD, North Routt County OEM, North Washington FPD, Oak Creek Fire, Platte Canyon Fire, Rifle FPD, Pueblo FPD, Steamboat Springs Fire-Rescue, T. Charles Wilson Insurance, VFIS (Jerry Ward), West Routt Fire, and Windsor Severance FPD.
2. Chief Mel Stewart, Steamboat Springs Fire Department, welcomed us to the Steamboat Springs Community Center. The Steamboat Springs FD started as an all volunteer department in the early 1900s. In 2001 Chief Bob Struble became the first career Chief and member of the Department. The Department now provides coverage for the City of Steamboat Springs and the Rural FPD surrounding the city. The current Department consists of 21 career members, 10 part-time career, and six volunteers that responded to 2040 alarms last year from two stations. Chief Stewart is the Acting Fire Chief while the Department is taking applications for a new Fire Chief. Earlier this year Chief Struble resigned as the Fire Chief to accept the position as the Director of the Routt County Office of Emergency Management.
3. Chief Chris Riley, President of the CSFCA, met with us and discussed projects that he was working on as our Director.
 - Chris Riley thanked everyone on his behalf and his Department for all the support and encouragement he has received during some very difficult and stressful times in dealing with personal tragedies within the Pueblo Fire Department and throughout the State.
 - He reminded us of the importance to collaborate effects and projects with each other and other departments throughout the state.
 - We have six accredited Fire Departments within the State. These six Departments are anxious to reach out to other departments to assist them in starting the valuable accreditation process.
 - Chief Riley reminded Fire Chiefs to become familiar with and apply for the Chief Fire Officer Designation Program.
 - For additional information, please contact Chief Riley at 719-553-2830 or criley@pueblo.us or the Center for Public Safety Excellence at their website at www.publicsafetyexcellence.org.
4. Dino Ross, Ireland Stapleton, made an excellent presentation and conducted a lively discussion on “Perfecting Your Performance Evaluations.”
 - A Performance Management System is based on:
 - 1) A current easy to read Personnel Handbook
 - 2) Current and detailed Job Descriptions
 - 3) Current Personnel SOPs/SOGs
 - 4) Strong On-Going Management Practices

- 5) Annual Performance Evaluations
- 6) Consecutive and Disciplinary Actions
- Tools to be used in the process:
 - 1) Prior Performance Evaluations
 - 2) The Performance Evaluations Form
 - 3) Job Descriptions
 - 4) Personnel Handbook
 - 5) SOPs/SOGs
 - 6) Supervisors working as a team
- The Form
 - 1) Keep it simple
 - 2) Purely narrative or combination of narrative and ratings
 - 3) Rating must be clear and meaningful
 - 4) Evaluated core components of duties
 - 5) Sets achievable goals
- Watch out areas to avoid
 - 1) Conflict avoidance
 - 2) Halo effect
 - 3) Clustering
 - 4) Rating the job, not the person
 - 5) Length of Service Bids
 - 6) Personality Conflict

The key to successful Performance Evaluations is upbeat current and specific supervisor training on how to be an effective and competent supervisor.

The PowerPoint presentation is on the Combination Section page of our CSFCA Website for your review and downloading. Please contact Dino at 303-628-3686 or dross@irelandstapleton.com for additional information or questions you might have.

5. Many thanks to Chief Stewart, Director Struble, and the Steamboat Springs Fire Department for hosting our meeting. The after meeting BBQ was outstanding with great food and drinks and a few rain drops mixed in to add flavor to the proceedings. Many thanks to the West Routt FPD, the North Routt FPD, Oak Creek FPD, and the Steamboat Springs FD for hosting the BBQ.

REMINDER: OUR NEXT COMBINATION SECTION MEETING WILL BE ON AUGUST 21, 2009 AT 1000 AT THE NORTH WASHINGTON FPD IN NORTH DENVER. CHIEF MARSH, FEDERAL HEIGHTS FD, WILL BE COORDINATING A VERY TIMELY AND INTERESTING DISCUSSION ON “DEALING WITH BUDGET FLUCTUATIONS.”