

Westfield Fire Committee
Meeting Minutes
1-18-09

The meeting was called to order at 7:05 p.m. with Greg Oakes, Rick Robbs, Jim Likley, and Heather Sturdevant present. Guests included Ron Oiler, Tim Kratzer and Carolyn Sims. Jack Snoddy joined the meeting late (due to a squad run in progress at the time the meeting began), followed by Kevin Rych and Dan Grabowski.

Greg Oakes offered his understanding of the purpose of the meeting; to discuss Jack Snoddy's performance and development plan as a requirement of his pending contract renewal, versus an editing of the job description for the Fire Chief that is currently a part of the proposed SOGs under review by Bill Thorne.

Jim Likley offered his thoughts on one line item in the proposed job description that needed some clarification. After discussion it was recommended that the copy under the heading *SUPERVISION EXERCISED* be struck and replaced with the following:

Supervises the officers and volunteers, directly or indirectly.

Jim Likley agreed to provide the details of this edit to Bill Thorne.

The committee agreed further edits of the job description, as may be necessary, could be undertaken at a future meeting.

Greg Oakes distributed copies of an outline of considerations for Jack Snoddy's performance and development plan to the committee (and to Jack Snoddy after his arrival) to serve as the basis for discussion. A copy of this document is attached to these minutes as an addendum.

Discussion ensued around central themes for the performance and development plan; elements of communication and leadership, and operational objectives under the Chief's control based upon the outcome of the August, 2008 study conducted by T.G. Fire/EMS Systems. During discussion, input from all members of the committee supported a plan that, generally, would address these broad categories. Heather Sturdevant allowed that notes from her and Jim Likley, prepared individually before the meeting, were consistent with those general themes; and, offered comments stressing the importance of building target dates for completion of objectives and adequate feedback loops into the plan and the committee's responsibility to monitor the plan follow up.

Several questions regarding communication and operations were put directly to Jack Snoddy by Heather Sturdevant, with follow-up questions, comments and opinions offered by the other members of the committee.

The committee agreed, and emphasized to Jack Snoddy, that Jack must take ownership in creating his performance and development plan and that the committee will offer support, guidance and coaching as necessary in helping him to accomplish this. Much of this discussion emphasized the immediate need for Jack to take all necessary measures to improve communication within the department as a means of rebuilding trust and morale within the department.

The following general outline of next steps was agreed upon:

1. Jim Likley and Heather Sturdevant agreed to distribute copies of their notes of suggestions for Jack's performance plan him and to Greg Oakes and Rick Robbs.
2. Jack will submit a rough draft of his plan to the committee members in advance of the next regularly scheduled Fire Committee meeting on 2/1/08.
3. Committee members will reach out to Jack individually in the meantime to answer questions/concerns and provide coaching and direction as needed or wanted by Jack.
4. At the next meeting on 2/1, the Committee will discuss Jack's plan with him and will provide additional feedback, constructive suggestions, etc.
5. Jack will finalize the plan per the Committee's input and remit same to the Committee.
6. The Township representatives on the Committee will forward the plan on to Bill Thorne to be incorporated into the nine-month renewal of Jack's contract, to be effective 4/1/09.

There being no further business for discussion at this special meeting, it was adjourned at approximately 8:30 p.m.

Respectfully submitted by Greg Oakes, 1-18-09

Approval: Chief Snoddy _____

Approval: Committee Member _____