

**HYALITE RURAL FIRE DISTRICT
BOARD OF TRUSTEES OPEN PUBLIC WORKING SESSION
SYNOPSIS**

DATE: JUNE 26, 2018 TIME: 7:00 p.m.
 LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd.
 BY: Hyalite Rural Fire District Board of Trustees

In compliance with [MCA 2017 2-3-212](#), the minutes of HRFD Board of Trustees open public meetings are comprised of an audio recording and a written synopsis. The audio recording is designated as the official record of a meeting, and is available to the public at www.hyalitefire.org/board-meeting-minutes/ or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours. The written synopsis serves to assist the public in accessing portions of the audio recording.

TRUSTEES IN ATTENDANCE:

Pete Geddes, Chair
 Chuck Tate, Secretary and Vice Chair
 Justin Miller, Trustee
 Nick Shrauger, Trustee
 Walt Zidack, Treasurer

STAFF IN ATTENDANCE:

Jason Revisky, Fire Chief
 Lonna Braverman, Administrative Assistant

PUBLIC IN ATTENDANCE:

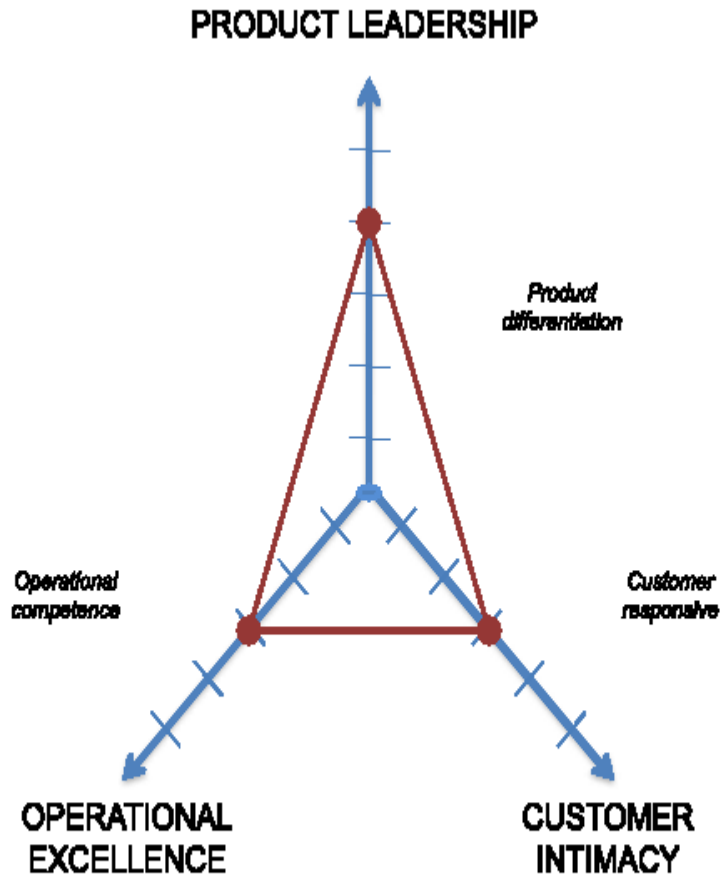
Bob Ogren

0:00:00	
0:00:00	MEETING OPENING Trustee Geddes opened the work session of the Hyalite Fire District. The purpose of this session is to develop a vision and goals for HRFD that can be implemented over a number of years. He stressed that nothing is broken, this is an opportunity for building teamwork in the Board, more interaction with the Chief, and to improve the HRFD. This is intended to be a free-form exchange.
0:01:38	PROCESS OVERVIEW Model/process we will use is a framework for evaluating competitiveness and market leadership: comprised of three axes of Product Leadership, Operational Excellence, and Customer Service. Tradeoffs must be made among those three axes on where you place resources (human resources

	<p>and money). HRFD must be outstanding at Operational Excellence; Customer Service is also important, Product Leadership is not as important. (See Attachment 1 as an example, may not reflect HRFD’s relative emphasis.)</p> <p>To create goals, we will define several “buckets” that we see as very important areas in Operational Excellence and Customer Service. Next, we will describe where things are currently in each of those buckets, then where we would like them to be. These will be our goals, and should be doable within 2-5 years.</p> <p>Next, we determine alignment actions that we need to accomplish to get from current reality to our goal state. This should not be a long list, but some key initiatives that can get us to our goal.</p> <p>Underpinning all of this are HRFD’s mission (purpose) and values (like the keel of a ship). They are relatively static, so it’s important to think about them and agree on them at the outset. (See Attachment 2 for an example, it will not necessarily reflect HRFD’s important organizational areas.)</p> <p>Trustee Zidack would like to see quantitative (measurable) goals, to help allocate resources. Trustee Geddes agreed this is not only important, but necessary.</p>
0:20:45	<p>OUR KEY ORGANIZATION AREAS (“BUCKETS”) Trustees identified these “buckets” that are part of the organization that are very important, non-trivial, where we will develop goals and alignment actions:</p> <ul style="list-style-type: none"> • Financial Systems • Capital Resources – equipment and facilities • Operational Excellence • Culture/HR • Community Relations
0:31:20 0:43:55 0:55:00	<p>BEGIN IDENTIFYING GOALS Goals should be inspiring and ambitious, with a simple statement. Must include an “As Measured By” statement.</p> <p>In the area of Financial Systems: Goal 1: The public, trustees, and volunteers have access to timely and accurate financial information, leading to increased confidence among key constituencies. As Measured By: The Financial Dashboard is complete and available on the website, the public has an understanding of the information.</p> <p>In the area of Capital Resources: Goal 1: Provide money sufficient to fund capital replacement. Assure capital “needs” are identified/reviewed annually and monies are set aside to cover the planned replacements/upgrades. As Measured By: Capital “needs” are reflected in the dashboard and reviewed on regular basis.</p> <p>Goal 2: Trustees and public are as well informed as possible about future capital expenditures (capital growth).</p>

0:58:30	<p>EXAMPLE OF SINGLE INITIATIVE TO MEET MULTIPLE GOALS The proposed Financial Dashboard would help meet Financial Systems goal #1 and Capital Resources goal #1. We would like initiatives that hit multiple goals.</p>
0:59:53	<p>NEXT STEPS For each defined goal, define current reality and the desired future, then identify actions to get there. Focus on important, high-level areas.</p> <p>Homework for board members: think about goals for the remaining areas. They can be reviewed them by email and tighten them up.</p>
1:02:30	<p>PUBLIC COMMENT Trustee Geddes asked for public comment.</p> <p>Bob Ogren suggested the Trustees might want to consider rethinking the 3 axes of the framework used to evaluate HRFD’s competitiveness.</p> <p>He also suggested the Board look more globally to view how we impact and are impacted by other agencies. Trustee Geddes suggested a goal that might address this point could be something like “Through the actions of the Chief, the Trustees are well informed of actions and circumstances that may impact the operational response of the district”.</p> <p>Mr. Ogren stated he’s excited about the process.</p>
1:05:10	<p>ANNOUNCEMENTS Board of Trustees August meeting will be August 14, 2018 in order to meet county deadline for final budget approval. Another work session may follow the regular Board meeting.</p> <p>Lonna will order new nametags for Board members.</p>
1:10:15	<p>MEETING ADJOURNED</p>

Attachment 1



Source: Treacy & Wierzema, "The Discipline of Market Leaders"

Attachment 2

