

**TFS Employee Advisory Council (EAC)**

**Meeting Minutes**

June 9, 2015

Capacity Building, Training Room, Lufkin

NOTE: The EAC reviews/approves these minutes at its next meeting. The Chair provides a first review to permit timely distribution to all employees.

* The meeting was called to order at 10:00 a.m. Chair Josh Mizrany and Secretary John Wegenhoft opened the council meeting. The meeting included several members in conference call.
* This was the second meeting of the EAC 2015. The EAC is looking at elevating its visibility with agency employees, and selected Lufkin as a trial location to study the challenges of meeting at locations away from College Station.
* The minutes from the meeting held on March 3, 2015 were approved as read by all present.
* Business items (in summary) ongoing or resolved:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Request for an online application where controlled burns can be reported. Relevant information from a variety of external sources included. | Action officer is Kevin Matthews. Kevin will provide an update at the next meeting. |
| Earlier item: Locating TFS Task Books. Re-introduced as: Centrally stored professional development plans (EDM). | The action team takes a proposal requesting a policy change to the Executive Team, tentatively the Aug 9 Executive Team meeting. Gray, Riley and Mizrany form the team. |
| Agency item: Internal Communications review. | The sub-committee action team provided a questionnaire template and discussed ways of polling all agency employees. The council agreed on conducting the polling in hard copy, and assigning a returned- questionnaire POC from the sub-committee to preserve the objective of anonymity.  Prior to polling, the action team is providing the EAC members a copy of the complete questionnaire for review and approval. The Council’s action team is Mizrany, Sotelo, Coker and Dixon, and the council elected Mary Leathers as team chair. |
| Review of By-laws. | Standing business item. No proposals at this time. |

* New business items:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Election of the Chair-elect. Proposed by Wegenhoft. | The council agreed to postpone the election until the next meeting. The secretary will query for nominations prior to the meeting. |
| Agency Guidelines: TFS Expectations – Firefighter Response. Brought to council by Mizrany. | A number of employees have expressed to council members their concerns about how this guideline is being interpreted by supervisors. In particular, “elevated response activity” may be applied too restrictively especially given that this is considered unpaid time. Bill Dixon, HR, reported that this guideline has received extensive review and is in-line with state law. That said, he will review the language with appropriate agency leadership to see where edits could facilitate better understanding and application of the guideline. The council suspects that it is new supervisors, not veterans, who may not fully understand the intent behind the guideline, enough so to use it as intended. Some terms used may need a better definition, and some regions may need additional specifics for each level of response. |

* Communications: EAC discussed the need to raise our visibility with agency employees. This remains an ongoing topic of discussion.
* Next Meeting Date: late Aug/early Sep, 10 a.m. in College Station, Rm 1164 (t).