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**Palmer City Council Meeting**

**Meeting Date:** 03/12/2024  
**Submitted For:** Chad Cameron, Fire Chief  
**Department:** Fire Department  
**Agenda Category:** Action Memorandum  
**Legislation Number:** 24-013

**Approved**

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**Subject**

Authorizing the City Manager to Approve High Performance Team Training for Palmer Fire and Rescue in an Amount Not to Exceed \$16,832

**Summary Statement/Background**

Palmer Fire & Rescue recognizes the paramount importance of fostering a culture of continuous improvement and adaptability within its ranks. In light of this commitment, Palmer Fire & Rescue has requested the initiation of high-performance team training for our personnel. This comprehensive training program is designed to enhance teamwork, communication, and problem-solving skills among our firefighters, ensuring they operate seamlessly and effectively in dynamic situations. By investing in this specialized training, Palmer Fire & Rescue aims to elevate the overall performance of our team, improving our team's capabilities of meeting the evolving challenges inherent in our service.

The decision to implement high-performance team training aligns with our organization's mission and core values. Recognizing that effective teamwork is the backbone of successful operations, this initiative underscores our commitment to providing our personnel with the tools and skills necessary to excel. Through requesting this training, Palmer Fire & Rescue affirms its dedication to continuous improvement, preparing our teams for the complexities they may encounter while furthering our mission to protect and serve the community with the highest level of excellence and professionalism.

**Administration's Recommendation:**

Approve Action Memorandum 24-013.

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	<b>Fiscal Impact</b>
<b>Total Amount of funds listed in this legislation:</b>	\$16832
<b>Legislation creates expenditure in the amount of:</b>	\$16832
<b>Budgeted Y/N?:</b>	Y
<b>Line Item(s):</b>	01-13-10--6026

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**Attachments**

Scope of Work and Proprietary Information Clause

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# Palmer Fire & Rescue Scope of Work and Consultant's Proprietary Information Clause

## Phase One: Pre-Work

Access codes emailed to Team to complete DiSC Personality Style Profile  
Email articles to team on "Building High Performance Culture".

## Phase Two: On-Site

Present and Facilitate Three (1 Day) "Building High Performance Team Culture" Programs. (\$3,100.00 a Day). \$9,300.00

Per person Material fees:

- Personality Style Profile: \$59.50 per person.
- Sub Artic Survival Simulation: \$20.00 per person.
- Workbook, handouts, tent cards, pens and charts: \$55.00 per person.

## Program Agenda – Day 1 and Day 2

### 8am – 12 noon

DISC Personality Style Program

### 1pm 4:30pm

The Dynamics of TeamBuilding: Understanding Teams and Teamwork is designed to build teamwork, foster collaboration, teaches cooperation, and brings about trust and mutual respect among team members.

### Outcomes:

- Highly motivated, high performance team.
- Methods to develop a cohesive team that can consistently outperform a group of hard-working, talented individuals.
- Effectively utilize the talents, resources, and skills of team members.
- Builds team trust, respect and commitment.
- Manage conflict between team members.
- Create and cultivate an atmosphere of cooperation through communication.

### **Program Agenda – Day 3**

#### **8am – 12:00pm**

Present the second Day of 'Building a High Performance Team Culture' program for Fire Chief and members of the Senior Leadership Team.

Identify the five key Competencies of a "High Performance Team Culture"

**Leadership** - Mobilizes energy and drives the pursuit of greatness

**Coaching** - Improves individual performance and effectiveness

**Teamwork** - Intensifies the power of collective action and reflects synergy

**Open Communication** - Revitalizes and re-energizes the team

**Trust** - Draws people together

#### **12:30pm – 4:30pm**

##### **Assessment of Key Components**

- Perform Autopsy
- Identify Solutions
- Prioritization of Solutions
- Create & Develop Management Action Plans To Implement Solutions

### **Phase Three: Virtual 30 Day Follow-Up**

30 Day Virtual Follow-Up Meeting with Fire Chief.

Purpose - Reflect and review on Commitments made, Actions taken and Results achieved.

Review and revise, if necessary, agreements and develop a plan for how to sustain Continuous Improvement.

### **Phase Four: Virtual 60 Day Follow-Up**

60 Day Virtual Follow-Up Meeting with Fire Chief.

Purpose - Reflect and review on Commitments made, Actions taken and Results achieved.

Review and revise, if necessary, agreements and develop a plan for how to sustain Continuous Improvement.

### **Phase Five: Virtual 90 Day Follow-Up**

90 Day Virtual Follow-Up Meeting with Fire Chief.

Purpose - Reflect and review on Commitments made, Actions taken and Results achieved.

Review and revise, if necessary, agreements and develop a plan for how to sustain Continuous Improvement.

**The program site, audio visual equipment (DVD player and TV), five (5) hard back flip charts, podium, bar stool and certain other additional items will be provided by the Company.**

**For out-of-state programs, all travel and related expenses for Consultant personnel, including: airfare, baggage fees, hotel, ground transportation, rental car, meals and shipping & handling of program materials shall be paid by the Company.**

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