

**ADMINISTRATIVE PROCEDURES**

|  |  |
| --- | --- |
| **01.09 Department Head Council**  | **Revised: February 19, 2020** |

1. PURPOSE

The purpose of the Department Head Council is to (1) foster interdepartmental and interdivisional communication, cooperation, and collaboration; (2) maximize operational issues being addressed at the departmental level; (3) identify opportunities and solutions for improving agency efficiency and effectiveness; (4) actively engage in leadership from an agency-wide perspective; and (5) advise the Executive Team on matters requiring executive level decisions.

2. MEMBERSHIP

2.1 The Council is comprised of all TFS department heads and division chief operating officers.

2.2 Members will annually elect one member to serve as chair of the Council.

1. COUNCIL RESPONSIBILITIES

The Council will:

* 1. Oversee the activities of and provide direction and guidance to the following committees:
		1. Agency Recruiting Committee
		2. Equipment Specifications Committee
		3. Prescribed Fire Committee
		4. Program Leader Committee
	2. Periodically meet to discuss departmental activities and issues relevant to department heads.
	3. Actively look for and participate in interdepartmental and interdivisional collaborations activities.
	4. Identify operational issues and solutions to improve agency efficiency and effectiveness.
	5. Provide advice and recommendations to the Executive Team.
	6. Help improve communications across departments and divisions.

4. MEETINGS

Meetings will be held once per quarter, including one annual retreat. The chair will schedule and facilitate the meetings. The chair will also communicate the Council decisions and recommendations in writing to the Council members and the Executive Team.

5. REPORTING RELATIONSHIP

 The Council reports to the Executive Team.

CONTACT: Associate Director for Finance and Administration, 979-458-7301