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# January 15, 2025 Meeting Minutes

# Old Business

## Wildfire—On-call Communication

* Update on outcomes from 10/21/24 meeting with HR and Forestry leadership
  + Previous meeting – HR was going to check in with Forestry leadership and interpretations on how the time coding is supposed to work.
  + HR updates: Matt O. met with Forestry leadership last fall/early winter. Another meeting scheduled at the end of January to continue discussion. Going over what’s included in the fire business manual, overtime, etc.
  + Timeline: HR hopes to have policy documents (interpretation of how to do payroll during different statuses) ready before spring, knowing spring is big for wildfire.
* Fire boots and Division of FAW staff concerns—Early notification from MAPE
  + MAPE did not mean to indicate this was only for suppression work. We meant for it to apply to prescribed fire in addition to fighting wildfire. FAW is choosing to interpret it as only applicable to suppression work – MAPE would like HR to clarify for them.
  + In PPE policy, there’s an assessment a supervisor needs to do to determine the appropriate footwear for the work condition the employee spends the most time in.
    - Fire boots have a particular purpose and construct. They are not necessarily the best resource for anything and everything related to fire. Denise thinks FAW is probably paying attention to this.
    - If assessment has not been used or not used correctly, this could be causing some of these issues. If there are any emails that provide specifics, HR would like to see those.
  + Next steps: HR to review specific issues compared to policy and if it’s being followed appropriately. HR follow up planned with FAW.

## Fisheries Series Reclassification

Met December 9, 2024. Any remaining questions from the 12/9 meeting?

Check in on status of Key Takeaways from 12/9/2024 meeting:

HR/FAW Leadership will:

* Provide an updated org chart or link to the current version
* Provide a list of supervisor responsibilities
* Draft a summary of the Division’s structural changes and the history behind those changes

*Notes*: Adam is waiting for correspondence that was sent from FAW leadership (was supposed to include historical context for how we arrived at this point).

FAW org chart was also updated, but MAPE is not sure where that exists – intranet copy is outdated <http://intranet.dnr.state.mn.us/inside_dnr/orgcharts/index.html> . Denise asked if Jed could update the intranet page with updated org charts, but we need the actual updated docs to update. Jed to follow up with Division web leads to update. (all org charts have been updated since the meeting occurred but FAW is still from January of 2024).

MAPE will:

* Review the Natural Resources Specialist Senior – Fisheries job class specification and highlight areas where text is outdated or no longer accurate
* Provide a draft of a revised job class spec that will address these issues
  + Bill updated the job class specifications for the natural resources senior before the holidays. Matt O asked if Bill had input from FAW leadership on the draft – intended for only staff to put together since they’re closer to the work; Bill & Nate worked on.
  + Megan B. plans to send to the group post-meeting so they have time to digest.

## Naturalist Safety concerns (Linda)

* + Naturalists are required to do programming in remote areas. How can we provide better support, equipment, and training to help naturalists navigate difficult situations?
    - At our October 2024 MC meeting, HR was planning to do a gap analysis on safety planning and protocols. Matt O. and Adam B. will be working on this. What is the status of this analysis?
      1. From 10/2024: HR/leadership needs to Understand what best practices/rules/’what ifs are in place. Then we can understand what is missing from communication, job design, and protocols (i.e., making a plan depending on different work locations and situations)
    - Action Item: Request additional self-defense classes for PAT naturalists—this would be above and beyond basic Ranger Security training. Naturalists also don’t always make it into the Ranger Security training due to demand, often will get bumped and told to take it the next year. Megan added there may be field staff that are interested in the safety training as well.
* Summary from Linda: Multiple naturalists have reached out saying they don’t feel safe working night programs in remote areas.
  + In the past, we’ve had self-defense trainers come in and train the naturalists. Training has not happened in years.
  + Linda – If the training occurred 25 years ago, it’s hard for newer management to know those resources even exist if it’s not shared regularly.
    - There seems to be a misconception that a naturalist calling 911 over safety concerns is a “bad look” for the supervisor. That is not the sentiment MAPE is hearing from HR.
* HR was confused if there was anything new on this topic as it has been brought forward before. HR stated they are not hearing these concerns from PAT management. PAT naturalist convention was mentioned as a platform to elevate this concern and the naturalists didn’t raise it.
  + MAPE is not clear on what Division management has actually done to address the issues. Seems to be written off as a staff performance issue.
  + Gap analysis was trying to address the fact HR was hearing this concern in M&C but not hearing it from management. Safety checklist and manual are available on the intranet, it’s already part of the toolkit.
    - HR feels this is likely a localized issue rather than a broadscale issue
  + Denise reiterated any naturalist should absolutely feel free to call 911 if they feel unsafe. If they’re being dismissed by a supervisor, that needs to be raised up the chain. If they’re not comfortable raising it up their formal chain, they can go sideways to someone they are comfortable with (ex. MAPE, EAP).
    - When there’s no direct communication, it’s very hard to know how to target it. It would be very helpful to speak directly with the members involved. She wants to empower the staff involved to speak up directly.
    - Risk perception is also different individual-to-individual. HR needs to understand what the variance is in order to address it as a department.
  + MAPE suggests HR needs to broadly share what support will be given when staff take the risk of being direct with their concerns. Ties back in with feedback loop item later in agenda.
  + **Next steps**:
    - HR needs concrete examples of safety violations by park management. Update protocols based on this, if violations continue, next step is to address it with violators directly.
    - Linda will document stories she’s received. MAPE would like to avoid being specific to protect members’ anonymity. HR confirmed detailed situations are fine without including park name, players, etc. That can be used to update protocols broadly.
    - MAPE continues to ask for self-defense training to be made available. Linda to follow up with PAT leadership about this.

## Feedback Loop

* + Feedback loop meeting occurred on 1/14/2025 with HR and MAPE representatives
  + We have the next steps from the 1/14 meeting.
  + Meeting summary from Jed:
    - MAPE will take a look at options available to staff currently as we see them and what happens when they take those steps.
    - Summarize feedback from staff and see why they did or didn’t use available options.
    - Provide summaries to Adam & Matt, discuss gaps or what’s working/not working, and explore other opportunities to assist with these issues.

## Central Office-related updates

* Continued member questions about the lease, primarily about parking and safety.
* Where do parking and safety rank in the RFP scoring process?
  + Scoring criteria are public. Rubric is pretty much already in place.
* If they are fairly low, can they be moved up at all in the ranking as they are very important to staff?
  + Barb: The value of parking and safety cannot be changed as that went out with the published RFP.
  + We continue to hear questions from Wireside Chat that there is frustration with paid parking. Understand it pre-dates COVID and teleworking.
  + Ongoing safety concerns surrounding current Central Office location (gas tank drilled into, uncomfortable to use nearby amenities).
  + Barb also wanted to emphasize there seems to be an issue between people not wanting to be near the houseless population and people having legitimate confrontations with houseless people.
* When will the RFP’s be evaluated?
  + Request for proposals went out Oct. 21 – closed in early December. Evaluation of RFPs is well underway.
* Removal of personal items from offices seems to be going well. No major complaints from HR’s end. CMO continues to commit to evaluating needs of physical spaces.

## Updates from Management (CMO/HR)

* Enterprise will be sending out next statewide employee engagement survey, due to come out end of January. MAPE asked to encourage members to fill it out.
  + Employees who don’t have an email address will still have the opportunity to participate through a QR code and notifications in Self Service.

1. **Other/Future Business?**
   * MAPE intends to supplementally bargain.