

RESOLUTION NO. 2024-14

A RESOLUTION AUTHORIZING THE MIAMI VALLEY FIRE DISTRICT TO ENTER INTO AN AGREEMENT WITH HRE, LLC, dba TENZINGA FOR AN EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM AND LEADERSHIP DEVELOPMENT TRAINING.

WHEREAS, the City of Miamisburg, Ohio and Miami Township, Montgomery County, Ohio created the Miami Valley Fire District (the "District") consistent with Ohio Revised Code Section 505.371 via Joint Resolution, City Resolution No. 2786 and Township Resolution No. 121-2011; and

WHEREAS, the Miami Valley Fire District recognizes the need for a robust employee performance management system to enhance workforce development, accountability, and productivity; and

WHEREAS, Tenzinga offers an employee performance management system that supports continuous feedback, goal setting, and employee development, contributing to the professional growth of employees; and

WHEREAS, as part of the agreement with Tenzinga, a leadership training will be provided to the Fire District's management team at a cost of \$5,750 to further develop leadership skills and improve overall team performance; and

WHEREAS, the cost of the Tenzinga performance management system for the first year of service will be \$6,399, for a total first year cost of \$12,149, and the second year of service will be \$6,399, with both costs reviewed and deemed to be reasonable and beneficial for the Fire District; and

WHEREAS, the Miami Valley Fire District has determined that entering into this agreement with Tenzinga is in the best interest of the District's operational efficiency and employee development;

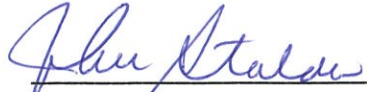
NOW, THEREFORE, BE IT RESOLVED BY THE MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES THAT:


Section 1. The Fire Chief is hereby authorized to enter into an agreement with Tenzinga for the provision of an employee performance management system and leadership training at a first-year cost of \$12,149 and a second-year cost for the employee performance management system only of \$6,399.

Section 2. This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

Section 3. This resolution shall be in full force and effect September 19, 2024, and shall supersede any prior resolution or act of this Board, which may be inconsistent or duplicative with the provisions of this resolution.

Adopted this 19<sup>th</sup> day of September 2024.

  
\_\_\_\_\_  
John Stalder, President  Yes/No

  
\_\_\_\_\_  
Terry Posey, Trustee Yes/No

  
\_\_\_\_\_  
Ann-Lisa Allen, Trustee  Yes/No

  
\_\_\_\_\_  
Greg Bell, Trustee  Yes/No

  
\_\_\_\_\_  
Frank Fritsch, Trustee  Yes/No

EXHIBIT A

# PROPOSAL FOR

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Fire Chief Steve Johnson  
937.560.2114  
September 6, 2024



*Senior Sales Consultant*  
*Wayne J Martin*  
704.300.6144

188 Front Street, Suite 116-107  
Franklin, TN 37064  
615.647.8230

**Proposal for Tenzinga Performance  
Management System**

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## TENZINGA PROPOSAL

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This proposal is for the implementation of the Tenzinga Performance Management System for the Miami Valley Fire District.

Tenzinga proposes to grant a non-exclusive and non-transferable use of Tenzinga's proprietary web-based employee performance management system, including any updates, for an Annual Fee per user and set-up fee (see pricing sections). Also proposed in the Investment Proposal section is a Leadership Development course that provides leaders with a new foundation for becoming better leaders and how to best leverage their employees through Tenzinga.

During the Term, Tenzinga shall provide the following features, certification, and support:

- a. Tenzinga Performance Power™ with features that include:
  - Performance power log submission
  - View Logs Capability
  - Annual Reports
  - Leadership "Tools" including: mentoring forms, counseling forms, coaching forms, team assessment forms and team member diagnosis forms
  - Development Plan
  - Organization Chart
  - Goals setting module
  - Individualized Dashboard for each employee
  - Ability to attach documents, pictures, and videos to various areas within the system
- b. Technical support shall constitute the following:
  - Assistance from Tenzinga Trained On-site Client Administrator
  - Email Tech Support

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## UPFRONT/SET UP

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- a. Development of Agreement of Expectations for each position including:
  - Tasks/Job Assignments
  - Standards
  - Measurements
- b. Set up of Employees, Positions, Org Chart, and System

- c. Train Miami Valley Fire District Office Client Administrator on general use of system, expectation development (tasks, standards, and measurements), and system modification as necessary for system start-up and operation.

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## LEADERSHIP DEVELOPMENT

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In order to accomplish more, with fewer resources, in real time, organizations need strong, yet flexible leaders. Great leaders keep their focus on efficiently and effectively transforming beginners and learners into peak performers on their critical tasks.

Only over a period of time, with appropriate leadership skills being used along the way, do employees reach the levels of competence and commitment that enable them to master tasks and achieve goals. Without good leadership, most employees end up achieving only a moderate level of performance on key tasks instead of pushing through to the highest level possible.

The leadership challenge then is to develop people to become more skillful, adaptable, and open to new challenges and change, thus improving productivity, morale, and overall organizational performance and long-term results.

The Leadership Development Process Tenzinga has created will be vital to improving the leadership of Miami Valley Fire District. This will be a process that will include a one (1)-day seminar on leadership.

The leadership seminar will cover the specifics of leadership that are practical and crucial to effective leadership. They will highlight a leadership model that includes coaching, mentoring, and counseling for leaders.

The emphasis for the leadership development would be to develop each leader into the most of effective leader possible. The leaders would learn how to tap into the resource of the people that are a part of their teams for the benefit of increasing the results of the performance of the employees of the Miami Valley Fire District.

The following are the deliverables for the Leadership Development Presentation:

- Present a one (1) day Leadership Seminar that would include:
  - How to improve communication skills of being specific, maintaining or building self-esteem, and active listening.
  - How to inspire and motivate others.
  - How to be a coach, not a boss.
  - How to recognize achievements in a wide variety of ways.

- How to get agreement that a problem exists and gain commitment to work on solving it.
  - How to effectively mentor and the phases of mentoring
  - How to understand the five ways information is processed
  - How to tap into the various thinking processes people use.
  - How to positively confront below standard performance.
  - How to modify behavior for improved results.
  - How to understand what produces conflict and how to skillfully resolve it.
  - How to apply concepts to real-life situations by using case studies, games, and exercises.
  - How to analyze development needs and create action plans for using the appropriate leadership style and the techniques of coaching, mentoring, and counseling.
- Present and implement a leadership model that includes coaching, mentoring, and counseling roles for the leader.
- Class size is up to Miami Valley Fire District.

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**INVESTMENT PROPOSAL**

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Tenzinga for Miami Valley Fire District

First Year Set Up, Travel, and Training \$5,750.00

Includes a one (1) day on site Leadership Development Seminar \*

Annual Fee (81 employees X \$79) \$6,399.00

Year One Total Due **\$12,149.00**

Year Two Annual Fee for 81 Users @ \$79.00 (at start of Year Two) **\$6399.00**

\*Additional Leadership Development Course is \$5750 per session.

**AGREEMENT OF PROPOSAL**

HRE, LLC, dba Tenzinga agrees to provide the Tenzinga Performance Management System and Leadership Officer Development training as details in the proposal. Additionally, the Miami Valley Fire District agrees to the terms outlined in this proposal and agrees to pay for the services rendered as outlined within.

Upon the Miami Valley Fire District receipt and approval of invoices, Tenzinga shall be paid within thirty (30) calendar days.

**Miami Valley Fire District**

Signed \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**TENZINGA**

Signed \_\_\_\_\_ *Wayne J Martin* \_\_\_\_\_

Title\_\_ Senior Sales Consultant \_\_\_\_\_

Printed Name\_\_ Wayne J Martin \_\_\_\_\_

Date \_\_\_\_\_ September 6, 2023 \_\_\_\_\_

**Customer Billing Contact**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*Thank you for the privilege of partnering with you.*

## **Leadership Development Course Description**

Every organization wants strong leaders who strive to accomplish more with less but who will and stay focused on efficiently and effectively transforming employees at all levels into peak performers who are passionate about their work.

**The Leadership Development process Tenzinga has created will be vital to improving the leadership of your organization.**

This leadership seminar outlines leadership skills that are practical and crucial to effective leadership. The teachings highlight a leadership model which includes coaching, mentoring, and counseling for leaders.

The emphasis for leadership development is to develop each employee into the most effective leader possible. When your leaders are creating leaders, your organization and your resources multiply. With strong leadership, the performance of your department will improve, and your team will be stronger and more satisfied as a result.

**We guarantee we can develop greater leaders for your organization.**

**Through our Leadership Development training we will answer these questions**

- What do leaders get paid for?
- What values can you imprint upon your team that will guarantee results?
- What's the best motivator?
- How do you take an employee from a below standard performance to an above standard performance?
- How do you get someone to agree we have a problem?
- How do you retain your high performers?





## The Leadership Development Course will teach leaders how to

- **Improve communication skills** by being specific, maintaining or building self-esteem, and active listening.
- **Inspire and motivate others.**
- **Be a coach**, not a boss.
- **Recognize achievements** in a wide variety of ways.
- **Get agreement** that a problem exists and gain commitment to work on solving it.
- Effectively **mentor**.
- Tap into the **five thinking processes** people use.
- **Positively confront** below-standard performance.
- Conduct a counseling meeting that is **productive and forward moving**.
- Modify behavior for **improved results**.
- Use the **five conflict management styles** to improve the work environment.
- Understand **what produces conflict and how to skillfully resolve it**.
- **Analyze development needs** by using the appropriate leadership style.
- Master the techniques of **coaching, mentoring, and counseling**.

All of this will be accomplished through active learning, group participation and applying the concepts learned to real-life situations by using case studies and exercises. Contact your Account Manager or Bob Norton ([bob@tenzinga.com](mailto:bob@tenzinga.com)) for more information.