

Texas Forest Service Employee Advisory Council
Minutes From
October 30, 2008
College Station, Texas
Website: [TFS Employee Advisory Council](#)

Members Attending:

West Zone:

Rob Grotty: Urban/Oak Wilt
Shane Brown: West Zone, Regional Fire
DeAndra Grizzle: At-Large

East Zone:

Russell Lykins: North Region
Susan Cornett: North Region
Mike Brock: Central Region
Bobby Weaver: East Zone, Central Region
Doris Long: East Zone, South Region
Preston Williams: East Zone, South Region
Linda Alford: At-Large
Phil Gates: At-Large

College Station:

Lisa Heffer: Finance & Administrative Division/Dir's Office
James Polasek: Finance & Administrative Division/Dir's Office
Michelle Gonzales: FRD

Members Absent with Notification:

Eric Copeland: At-Large
Curt Stripling: FRP

Members Absent without Notification: None

Ex-Officio Members Present: Stacy Overby

Guests Present: None

Phil Gates, EAC Chair, called the EAC meeting to order at 10:05am.

1. **Review of minutes from the April 30, 2008 EAC Meeting:** The minutes from the April 30, 2008 EAC meeting were reviewed by the Council. These minutes were approved on 5/08.

2. **Updates to Working Issues:**

The Council reviewed the following working issues:

- a. **Uniform Items:** The Council discussed, at length, issues with regard to TFS uniforms.
 - i. James Polasek and Stacy Overby emphasized the need for examples of uniform issues from vendor, Lion Apparel. Council understood and agreed to relay all uniform issues to Lesa Childers in College Station to work discrepancies with vendor, Lion Apparel.
 - ii. Philip Gates stated that he would send a memo out to the field that explains the process of sending uniform complaints to Lesa Childers in College Station.
 - iii. Council was provided uniform discrepancy synopsis, dated October 29, 2008; provided by Lesa Childers. See Attachment A.
 - iv. Philip Gates provided an example of a good shirt and an example of the shirt that is considered of lesser quality due to the need for ironing immediately after drying. Shirt was hand delivered by Stacy to Lesa Childers.
 - v. Another example brought forward; 6 brand new shirts were washed for the first time and at completion, 4 buttons were at the bottom of the washer drum.
 - vi. Uniform is considered a closed issue and EAC will only assist in bringing uniform discrepancies to the attention of Lesa Childers.

3. **New Items:**

- a. **Departure of Mark Ilg:** Stacy Overby confirmed that all attendees understood that Mark Ilg, Environmental Health and Safety Specialist had accepted a new position and that Stacy would serve as the interim until Mark's replacement is in place.
- b. **Task Book Fast-Tracking Issue:** Council agreed the issue should be transferred to Red Card Committee to work.
- c. **LE Uniform Cleaning:** Council agreed that this item would be referred to Gary Bennett with recommendation that the LE department should consider looking at their budget to fund this expense.
- d. **EAC Elections/Nominations:** Council agreed that Stacy would send out request for nominations for outgoing EAC seats followed by holding EAC elections via Survey Monkey during the month of November 2008.

- e. **Merit Raises / Merit Payments:** Council agreed that issue would be passed to Don Cumbie for analysis and to work with Executive Team.
 - f. **Additions to Uniform Allowance:** Council agreed that Lion Apparel should be contacted to add the previously approved TFS low-profile hat to uniform allowance and to recommend to the Executive committee to have raingear added to uniform allowance... Stacy agreed he would take issue back to College Station to work.
 - g. **Request for HR:** an informal request to have Martha Alexander, HR-College Station, to schedule a Retirement Meeting/Workshop in April 2009.
 - h. **Personnel Meeting Planning:** Stacy Overby provided an update on the Personnel Meeting scheduled for November 11, 2008.
4. **Next Meeting Date:**
- a. New EAC Members: January 16, 2009 (10:00am, College Station)
 - b. January 22, 2009 (10:00am, College Station)
5. **Future Meeting Dates:**
- April 23, 2009—Lufkin, Cudlipp Room
6. Phil Gates adjourned the Council meeting at approximately 11:45am.

LION APPAREL REPORT ANALYSIS
Periods Reviewed September 01, 2007 – September 30, 2008
Prepared by Lesa Childers, Compliance Reporting Officer

October 29, 2008

In reviewing requested report data from Lion Apparel regarding total sales, returned items, and back ordered items for the periods of September 01, 2007 – September 30, 2008, the following data contains the conclusions reached in this analysis:

1. Total items purchased, less embroidery and emblems, for the periods listed above is 3,319 pieces.
2. Total items returned, less embroidery and emblems, for the periods listed above are 198 pieces resulting in an approximate 6% return rate on all orders placed within this one year period. The following list includes the reasons for the returns and number of items returned:

Customer Ordered Item In Error – 10 items returned

Customer Service Error – 14 items returned

Defective/Damaged Garment – 8 items returned

Disliked Item/Changed Mind – 35 items returned

Generally Large – 31 items returned

Generally Small – 99 items returned

No Reason Given – 1 item returned

3. Total items on back order, less embroidery and emblems, for the period listed above are 164 pieces resulting in an approximate 5% back order rate on all orders placed within this one year period. The primary reason for back orders is due to sizing requests and special cuts ordered. The following list shows the date order was placed with Lion Apparel and the number of items on back order for the periods listed above:

September 2007 through May 2008 – 0 items on back order

June 2008 – 2 items

July 2008 – 2 items

August 2008 – 27 items

September 2008 – 133 items, 4 items have shipped leaving balance on backorder
129 items

Attachment A