

Pine-Strawberry Fire District

POLICY COMMITTEE MEETING MINUTES

April 23, 2026

- 1) **Call to Order** – The meeting was called to order at 8:00 AM.
- 2) **Pledge of Allegiance**
- 3) **Roll Call** – Present were Chairman Melvin Palmer, Interim Fire Chief James Stoltenberg, Member Tina Trout, Member Shane Johnson, and Member Garrett Turley. Minutes were transcribed by Administrative Assistant, Mariella Taylor.

- 4) **Approval of Previous Meeting's Minutes**

Policy Committee Meeting Minutes – As this was the first meeting of the new committee, there were no prior minutes to be approved.

- 5) **Old Business** – As this was the first meeting of the new committee, there was no old business to be discussed.

- 6) **New Business** –

- a) **Review, discussion, possible revision, and possible action on approved District policies** – Several approved policies were discussed for potential revisions including Policy 2.2 Disciplinary Action Program, Policy 2.5 Light Duty Assignment, Policy 2.10 Fire Chief's Evaluation (and associated forms), Policy 3.3 Prohibition of Harassment, Policy 4.8 Jury and Court Time, Policy 4.13 Medical, Dental, and Vision Insurance, and Policy 4.14 Worker's Compensation.

It was agreed by the committee after discussion and reading of the current policies, that several did not require edits. Committee Chairman Melvin Palmer encouraged those assigned to review the current policies to make a list of potential edits to the approved policies to be presented at the next meeting. Several policies to be revisited included Policies 2.2, 2.5, 3.3, 4.8, and 4.14.

The committee made a vote regarding Policy 2.10 Fire Chief's Evaluation (and associated forms). Committee Member Shane Johnson made a motion to request the Fire Board to make a discussion and possible action agenda item for their next General Board Meeting to remove Forms A & B, as currently attached to Policy 2.10 Fire Chief's Evaluation, from the policy book. Member Garrett Turley seconded the motion, and it passed unanimously.

- b) **Discussion/possible action on sending any completed policies or forms to the Fire Board for review** – No action taken.
- c) **Discussion/possible action on potential edits to a potential policy for District legal assistance offered to employees named in District-involved lawsuits** – Committee Chairman Melvin Palmer directed Interim Chief James Stoltenberg to reach out to other Districts and find similar policies, then to draft a policy for Pine-Strawberry Fire District to be revisited by the committee at the next committee meeting.
- d) **Potential discussion and drafting of new District policies and associated forms for Board consideration and possible action** – Several potential new policies were discussed including a potential Performance Improvement Plan (PIP) Form to be added to Policy 2.2 Disciplinary Action Program, a policy related to court subpoenas, and a cyber security policy. The committee also discussed the potential need for a Definitions Appendix to be added to the current policy book.

Committee Chairman Melvin Palmer directed Member Garrett Turley and Interim Fire Chief James Stoltenberg to research and draft potential policies (at this time only including a PIP form, a subpoena policy, and a cyber security policy) to be revisited by the committee at the next committee meeting.

- 7) **Next Meeting Date** – Wednesday, April 29, 2026, at 8:00am.
- 8) **Adjournment** – Member Tina Trout made a motion to adjourn. Member Shane Johnson seconded the motion, and it passed unanimously at 10:02am.