

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES February 16, 2023

The meeting was called to order at 6:00 pm

- 1) **Pledge of Allegiance**
- 2) **Roll Call** – Present were Board Clerk - Bob Papke, Member - Bob Bennett, Board Chairman - Chuck Ackerman (via Zoom), Member - Dave Burkhart, and Member - Melvin Palmer
- 3) **Presentations** - None
- 4) **Correspondence** – One letter of thanks from Donald & Ann McAnery was received thanking the crews for saving his life on January 14, 2023.
- 5) **Call to the Public** – None
- 6) **Approval of Previous Minutes**
 - a) **January 19, 2023** – Regular Meeting Minutes – Dave Burkhart made a motion to accept the minutes as written and authorize the Board Clerk to sign them. Chuck Ackerman seconded the motion and it passed unanimously.
- 7) **Financial Report of January 2023, Finances** – Ben Archer-Clowes of the James Vincent Group was in attendance, and he presented the financial report to the board. Mel Palmer made a motion to accept the Financial Reports as presented and authorize the Board Clerk to sign them. Dave Burkhart seconded the motion and it passed unanimously.
- 8) **Fire Chief's Report**– (Given by Interim/Acting Chief, Joel Brandt) Including but not limited to:
 - a) **Significant emergency incidents** –
 - b) **Other non-emergency Fire District Activity**
 - c) **The Fire Marshal's office** has reviewed 7 plans, adding 4,486 square feet of construction and totaling \$863.98 of revenue.
 - d) **Report on emergency call volume from previous month** – responded to 43 calls for service.
 - e) **Report on vehicle maintenance from previous month** – Total Vehicle expenses for the month of January were \$ 1,468.19. All vehicles in service.
 - f) **Report on training activities from previous month** –132 hours of training reported. (Training hours were down due to the weather.)
 - g) **Specific program updates or demonstrations** –
- 9) **Other Fire District Related Reports**
 - a) **District Board Chairman's Report** – None

- b) **PSPRS Board Report** – None
- c) **Firefighter’s Association Report** – Tommy Cordova reported that they had a meeting last month. They are talking about bringing back some of the Community Outreach programs. They did the “Adopt a Family” at Christmastime, and they would like to choose two other programs as well as the Trunk-or-Treat at Halloween, so that they can be more interactive with the Community.
- d) **Labor Organization Report** – The major topic at the meeting was regarding the “Meet and Confer”. Copies of this have been given to all the Board members as well as to the members. As soon as they get a consensus back from the members, he will let the Board know.

10) **Old Business** –

- a) **Discussion and possible action on outside legal counsel review of Policies** - Bob Papke – Chairman of the Policy Review Committee, stated that we have compiled a list of the policies that we have already brought to the Board and they are included in your Board Packets. None of the members of the Policy Committee have a problem with legal counsel reviewing the policies – only with regard to the cost. One member feels that ALL policies should go through legal counsel. Up to this point, the Committee as a whole recommends that two policies be sent for review: 3.2 Fraternalization, and 3.5 Hiring of Relatives. Board member Burkhart wanted to know if Bill Whittington – or someone in his firm specializes specifically in Employment Law. He suggested we find that out when sending the policies in for review. Bob Papke also reported that the Policy Review Committee is currently working on the Progressive Discipline Policy and the Standard of Conduct Policy and they strongly recommend that those two policies be sent off for legal review as well. Bob Papke made a motion to send Policy 3.2 Fraternalization and Policy 3.5 Hiring of Relatives, to legal counsel for review and that we discuss legal review for any future policies before adoption. Melvin Palmer seconded the motion.
Bob Papke voted aye.
Bob Bennett voted aye.
Chuck Ackerman voted aye.
Melvin Palmer voted aye.
Dave Burkhart abstained. Motion carried.
- b) **Discussion/Possible action on appointment of PSPRS Local Board Chairman.** Chuck Ackerman asked Dave Burkhart if he is still willing to serve on the PSPRS Local Board as the Chairman. He stated that he is willing. Bob Papke made a motion to appoint Dave Burkhart as the PSPRS Local Board Chairman. Melvin Palmer seconded the motion and it passed unanimously.
- c) **Discussion/Possible action on Job description and contract drafts for Fire Chief Position.** Two different styles of Job Descriptions were provided by Acting Chief Joel Brandt for the Board to look at. Dave Burkhart stated that he liked the one with the revision date of 2/14/2023 stating that it looks like all of our other Job Descriptions. He does, however, like the fact that the other one has a “Job Overview” on it. What he said he would like to do is get them side by side and match up the “Essential Duties” as they are listed. Interim Chief Brandt offered to sit down with Mr. Burkhart and compare the two documents

to be sure everything is included in them. He would also like to add the “Overview” on the older style one that is close to the way our Job Descriptions are written .

Mr. Burkhart inquired about the “Contract Draft” and wondered if we had that yet. Mr. Ackerman stated that, “No. we don’t yet.” He held off on that, stating that he did give it to Bill Whittington, and they have spoken about it, but that he has not pressed him on it because he was waiting to see what was decided on the Policy reviews and then he planned to discuss that all in one phone call with him.

11) **New Business** – No new Business

12) **Future Regular Board Meeting Date** – March 16, 2023, at 6:00 pm

Items for discussion –Policies for review by legal counsel, Job Descriptions for Fire Chief. Chief Contract, Update/Briefing on applicants for the Chief position.

13) **Adjournment:**

Mel Palmer made a motion to adjourn. Dave Burkhart seconded the motion and it passed unanimously at 6:45 pm.

cw