

Pine-Strawberry Fire District

POLICY COMMITTEE MEETING MINUTES May 29, 2026

- 1) **Call to Order** – The meeting was called to order at 8:15 AM.
- 2) **Pledge of Allegiance**
- 3) **Roll Call** – Present were Chairman Melvin Palmer, Interim Fire Chief James Stoltenberg, Member Tina Trout, and Member Shane Johnson. Member Garrett Turley was absent. Minutes were transcribed by Administrative Assistant, Mariella Taylor.
- 4) **Approval of Previous Meeting's Minutes**

Policy Committee Meeting Minutes – Member Tina Trout made a motion to approve the minutes of the April 29, 2026, meeting as written. Member Shane Johnson seconded the motion, and it passed unanimously.

- 5) **Old 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 2.4 Wages & Compensation, Policy 2.5 Light Duty Assignment, Policy 4.14 Worker's Compensation, and Policy 4.16 PEHP Program.

The committee made light line edits to Policy 2.2 Disciplinary Action Program at the request of the Board to include information regarding implementation of the Performance Improvement Plan Form. Upon completion of these light edits, Interim Chief James Stoltenberg made a motion to approve the edits and send the policy to the Fire Board for consideration and possible approval. Member Shane Johnson seconded the motion, and it passed unanimously.

Following discussion over Policy 2.4 Wages & Compensation and potential changes to this policy, Member Shane Johnson made a motion to table edits to this policy until the SOG associated with the changes was finalized. Member Tina Trout seconded the motion, and it passed unanimously.

Finally, the committee made edits to Policy 4.16 PEHP Program to bring it up to new program standards. Upon completion, in session, of the edits, Member Tina Trout made a motion to approve the edits and send the policy to the Fire Board for consideration and

possible approval. Interim Chief James Stoltenberg seconded the motion, and it passed unanimously.

b) Discussion/possible action on sending any completed policies or forms to the Fire Board for review –

The committee reviewed a Performance Improvement Plan Form to be considered for addition to Policy 2.2 Disciplinary Action Program. Following further light grammatical edits made in session, Interim Chief James Stoltenberg made a motion to send the form, to the Fire Board for consideration and possible approval to be added to Policy 2.2, with the Fire Board recommended changes made to the standing policy. Member Shane Johnson seconded the motion, and it passed unanimously.

c) Potential discussion and drafting of new District policies and associated forms for Board consideration and possible action –

Due to the absence of Member Garrett Turley, who drafted Policy 3.7 Cyber Security, and was responsible for drafting further edits, Member Shane Johnson made a motion to table further discussion and action on this drafted policy until the next meeting. Member Tina Trout seconded the motion, and it passed unanimously.

6) **New Business** – No new business.

7) **Next Meeting Date** – Wednesday, June 10, 2026, at 1:00pm.

8) **Adjournment** – Member Shane Johnson made a motion to adjourn. Interim Chief James Stoltenberg seconded the motion, and it passed unanimously at 9:56am.