

## Pine-Strawberry Fire District

### POLICY COMMITTEE MEETING MINUTES March 22, 2022

- 1) **Call to Order** - The meeting was called to order at 1:00 pm
- 2) **Pledge of Allegiance**
- 3) **Roll Call** - Present were Board Clerk - Robert Papke, Board Member, - Dave Burkhart, Captain Joel Brandt, and Chief John Wisner. Captain Robert McCormick and Captain Billy Chester were absent.
- 4) **Approval of Previous Month's Minutes**  
March 8, 2022, Policy Committee Meeting Minutes  
Chief John Wisner made a motion to accept the minutes as written. Joel Brandt seconded the motion and it passed unanimously.
- 5) **Old Business - Discussion and review of personnel policies.**
  - a) Finalize Policy 1.1 Administrative Policy – Check for latest version  
Board Member Papke explained that this motion was tabled at the March 17<sup>th</sup> Fire District Board Meeting. He did not feel sure that the copy we were working from was the final edited copy. Several spelling and formatting errors were noticed and subsequently corrected. After noting this, it was suggested that we add wording to this policy that would allow Administration to make these minor corrections.
  - b) Discuss addition of wording that would allow editing of typing or formatting errors  
Dave Burkhart made a motion to accept the wording that Bob Papke proposed as Item VIII which would read as follows:  
**VIII. Minor Errors** - No policy or SOG shall be invalidated due to typographic, syntax, formatting, or similar de minimis error so long as the intent of the policy or SOG is clear.
    - A) The Fire Chief may correct any such error in SOG at his/her discretion.
    - B) The Board may take notice of and direct correction of any such error in a policy without the normally required 15 day notice.Chief Wisner seconded the motion and it passed unanimously.
- 6) **New Business – Continue editing drafts of Policy and SOG's with regard to FMLA**  
Committee discussed at length the FMLA policy.
- 7) **Next Meeting Date** – The next meeting will be April 5, 2022, at 1:00pm.  
Items of discussion – FMLA policy
- 8) **Adjournment** – Joel Brandt made a motion to adjourn. Bob Papke seconded the motion and it passed unanimously at 2:56 pm.