

Pine-Strawberry Fire District

POLICY COMMITTEE MEETING MINUTES February 8, 2022

- 1) **Call to Order** - The meeting was called to order by Board Clerk Robert Papke at 1:03pm
- 2) **Pledge of Allegiance**
- 3) **Roll Call** - Present were Board Clerk - Robert Papke, Board Member –Dave Burkhart, Captain Joel Brandt, and Captain Billy Chester. Chief John Wisner was present via teleconference.

4) **New Business - Discussion and review of personnel policies.**

The committee reviewed the Policy and S.O.G. Management policy. Much discussion took place regarding the format of writing these policies – whether these should be written in paragraph form, or broken out into separate points. The consensus was that when trying to locate something in the policy it would be easier if it was broken out into points rather than all together in a paragraph.

Joel Brandt also suggested that we put a “Draft” watermark on all of these policies as we work through them – until such a time as they are voted into actual policy by the PSFD Board.

Robert McCormick brought up the question, “How do we implement or assure that every employee has READ the policies and S.O.Gs.?” He suggested that we develop a S.O.G. for Policy and S.O.G. review on a regular basis.

As the meeting was wrapping up and they were discussing which policies they would be looking at next. It was decided that they would look at the Employee Leave Policy, FMLA, and Military Leave Policy. Billy Chester noted that as a representative of the employees, he wanted to be sure that we did not lose the historic policies that they had worked hard to gain years ago. Examples of such policies would be the policies on Bereavement, PTO, and Military Leave. The committee members stated that that is the reason we are going over all of these policies.

Dave Burkhart stated that he would make the revisions on the policies that they reviewed today and bring them back next meeting for a final review before bringing them to the PSFD Board.

- 5) **Next Meeting Date** – Next meeting will be on February 22, 2022, at 1:00 p.m.
- 6) **Adjournment** – The Chairman called for motion to adjourn. Joel Brant so moved and it was seconded by Robert McCormick. All were in favor. Meeting adjourned at 3:08 p.m.