

Pine-Strawberry Fire District

POLICY COMMITTEE MEETING MINUTES

August 27, 2026

- 1) **Call to Order** – The meeting was called to order at 8:05AM.
- 2) **Pledge of Allegiance**
- 3) **Roll Call** – Present were Chairman Melvin Palmer, Fire Chief Hunter Scott, Member Tina Trout, Member Garrett Turley, and Member Shane Johnson. Minutes were transcribed by Administrative Assistant, Mariella Taylor.
- 4) **Approval of Previous Meeting's Minutes** – Member Shane Johnson made a motion to approve the minutes of the June 10, 2026, meeting as written. Member Garrett Turley seconded the motion, and it passed unanimously.
- 5) **Old Business** –

- a) **Review, discussion, possible revision, and possible action on approved District policies** –

The committee considered policies 4.8A Jury Duty Pay and 4.8B Court Time Pay. At the request of the Fire Board, the policy committee renumbered these policies to remove the letters and make the numbering system match the currently adopted policies. The Policy Committee agreed to renumber them as 4.17 Court Time Pay and 4.18 Jury Duty Pay. Member Shane Johnson made a motion to approve the renumbering of Policies 4.17 and 4.18 and send them to the Fire Board for consideration and possible approval. Member Garrett Turley seconded the motion, and it passed unanimously.

The committee discussed and made edits to Policy 2.10 Fire Chief's Evaluation during the meeting at request of the Fire Board. Upon completion of these edits, Member Shane Johnson made a motion that Policy 2.10 Fire Chief's Evaluation be sent to the Fire Board for consideration and possible approval. 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** –

The committee reviewed a finalized draft of a new Policy 2.11 Performance Improvement Plan. Following light edits to the policy, Member Tina Trout made a motion to send the

policy to the Fire Board for consideration and possible approval. Member Garrett Turley 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** – None.

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

7) **Next Meeting Date** – None set. TBD after the next Fire Board Meeting.

8) **Adjournment** – Member Garrett Turley made a motion to adjourn. Member Shane Johnson seconded the motion, and it passed unanimously at 8:28AM.