

Pine-Strawberry Fire District

POLICY COMMITTEE MEETING MINUTES

April 29, 2026

- 1) **Call to Order** – The meeting was called to order at 8:02 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 present via Zoom. 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 23, 2026, meeting as written. Interim Chief James Stoltenberg 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 2.5 Light Duty Assignment, Policy 3.3 Prohibition of Harassment, Policy 4.8 Jury and Court Time, and Policy 4.14 Worker’s Compensation.

After reviewing the proposed edits to the current policies, it was decided that Policy 4.14 Worker’s Compensation would require further line edits and would be revisited at the next committee meeting.

- 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 light grammatical edits made in session, Interim Chief James Stoltenberg made a motion to send the form, as written, to the Fire Board for consideration and possible approval to be added to Policy 2.2, with no other changes made to the standing policy. Member Tina Trout seconded the motion, and it passed unanimously.

The committee then reviewed potential edits and an additional form to be added/made to Policy 2.5 Light Duty Assignment. Member Tina Trout made a motion to send the drafted policy and form to the Fire Board for consideration and possible approval. Interim Chief James Stoltenberg seconded the motion, and it passed unanimously.

The committee next reviewed potential reorganization of content in Policy 3.3 Prohibition of Harassment. No changes were made to the content of the policy, but reorganization was drafted. Member Tina Trout made a motion to send the proposed edits to the Fire Board for consideration and possible approval. Member Shane Johnson seconded the motion, and it passed unanimously.

The committee followed this by considering changes to Policy 4.8 Jury and Court Time. Following discussion and drafting, the committee decided that Policy 4.8 needed to be split into Policy 4.8A Jury Duty Pay and Policy 4.8B Court Time Pay, minor edits made to the content of both policies. Member Tina Trout made a motion to split Policy 4.8 Jury and Court Time into Parts A & B and send both to the Fire Board for consideration and possible approval. Interim Chief James Stoltenberg seconded the motion, and it passed unanimously.

c) **Discussion/possible action on potential edits to a potential policy for District legal assistance offered to employees named in District-involved lawsuits –**

Interim Chief James Stoltenberg brought a draft of Policy 3.8 Legal Summons & Subpoena before the committee. He shared with the committee that our legal counsel had already looked over and approved the policy as written. Following light edits completed in session, Interim Chief James Stoltenberg made a motion to send the drafted policy to the Fire Board for consideration and possible approval. Member Shane Johnson seconded the motion, and it passed unanimously.

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

Member Garrett Turley presented a draft of a proposed Policy 3.7 Cyber Security. The committee began reviewing and making edits to this policy. Committee Chairman directed Interim Chief James Stoltenberg to research State retention policy requirements to be considered for addition to the draft policy and present them at the next scheduled committee meeting. No action taken.

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

7) **Next Meeting Date** – Tuesday, May 5, 2026, at 8:00am.

8) **Adjournment** – Member Shane Johnson made a motion to adjourn. Member Garrett Turley seconded the motion, and it passed unanimously at 9:41am.