

Pine-Strawberry Fire District

POLICY COMMITTEE MEETING MINUTES

June 10, 2026

- 1) **Call to Order** – The meeting was called to order at 1:01 PM.
- 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** – Member Tina Trout made a motion to approve the minutes of the May 29, 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** – One existing policy was discussed for potential edits, Policy 4.12 Educational Reimbursement. It was suggested that this policy required a form that did not yet exist within the current policy book. Interim Chief James Stoltenberg stated that he had a sample form from another district that could be edited for this policy. Chairman Melvin Palmer requested to table further discussion on potential edits for this policy until the committee could look at the form.
 - 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 3.7 Cyber Security. Following light edits to the policy, Member Shane Johnson made a motion to send the policy to the Fire Board for consideration and possible approval. Member Tina Trout 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 Tina Trout made a motion to adjourn. Interim Chief James Stoltenberg seconded the motion, and it passed unanimously at 1:48pm.