



Special Meeting Minutes 8/22/2022

Call to order

A special meeting of Prospect Rural Fire Protection District was called to order at Prospect RFPD Station #1, on August 22nd, 2022 @ 7:00pm

Attendees

Board Attendees included: Lon Stockebrand, Ryan Karjala, Wayne Scriven, Rebecca Johnson, and Julie Moss

Staff Attendees included: Randi Brock, Bob Jones, Lyle Neville, Vern Johnson, Chris King, Bill King, and Jay Moss

Visitors Included: None at this meeting

Board Members not in attendance

All Board members present

Informational

Lon explains that this special meeting is, for all intents and purposes, a workshop per SDAO. The only difference being that it is held publicly without public comments being allowed. There will be no additions to the agenda or approval of minutes. The purpose of the meeting is to discuss and negotiate the Fire Chiefs job description from the Sister's Department policies adopted 8-15-22 and make any needed changes.

Minutes

There is initial discussion pertaining to which books of the policies were adopted. Lon believed it to only be book #1 (Board Policies) and that the board would be working with the old policies job description for Fire Chief. Ryan clarifies that all four books were, save for book #3, which is the operational book that Lyle will need to go over and submit for final approval. Thus, the new policies job description is now official policy. Lyle presents some additional information he would like those present to have. (Attached) One of the handouts is a breakdown of recent trainings the fire/Ems staff have completed. He states he has provided this for multiple reasons; to show how hard the volunteers are working to bring their certifications up to standard and to

hopefully encourage the Board to seek out and participate in the same level of training themselves. He also submits the SDAO New Board Member Guide and requests that if they haven't already received one to check with Randi for help getting on the mailing list. As well, Lyle submits a letter from himself expressing his gratitude for the faith the department has put in him to do the job along with a few requests he has for the Board. Lyle then takes a moment to explain the difference between Rita academy and DPSST to those present. Lon tells the gathering that he has set an appointment to have the SDAO representatives at the September 19th meeting to observe, critique and suggest changes. Lyle states that he hopes the changes the department makes now will make a better future for the department whether he's Chief long term or not. He says he knows he is not fully qualified but intends to keep working hard to become so. Lon states the Board will do everything in their power to help him get to that point. There is some discussion about volunteers and stipends vs employees and wages and Bob agrees to do some research.

Lon begins reading over the Fire Chiefs job description. Lyle mentions having a "vision statement" and Ryan explains to those present what a "Standards of Cover" document is and how it is a group effort, including even the community at large. He mentions that this is a document the department will need if they intend to seek a levy. It explains the departments capabilities and limitations.

The meeting moves on to section #2 in the job description. Julie inquires as to which position supervises which, specifically who supervised the Chief and who is in charge of supervising Randi's two positions. It is explained to her that the Board is the supervising entity of both the Fire Chief and Randi when Randi is fulfilling Board Clerk duties. When Randi is fulfilling Office Administrator duties, Lyle would be her direct supervisor. She states that could get spicy. (Board Clerk/Office Administrator). Ryan moves the meeting forward explaining how Board meeting agendas are typically prepared and by whom, stating that the Board Chair and Fire Chief usually have a brief meeting of their own prior to regular board meetings.

In section #3, some clarifications are needed regarding a Fire Chief "recalling" staff. It is explained that this does not pertain to an election recall, but to recalling staff from vacation, for example, in the event of a large-scale emergency. Reporting of the annual budget is discussed. Bob explains that it has been delegated to him to prepare it, but it appears to be the Chiefs job to deliver it, which he will be happy to help Lyle prepare for. Ryan explains that in larger districts with more personnel, the Chief would typically be the Budget Officer, however that gets tricky with such a small operational staff. Lyle feels that even thus far, huge steps forward in the departments progress are being made.

Lon wishes to make sure there is some sort of caveat in place should Lyle not be able to attend a meeting that the job description and policies require him to be present at. It is explained that a designee, such as the Assistant Chief can be sent in his stead and still be adherent to policy. Ryan states this is specifically stated as the policy books progress. There are some questions regarding the association memberships portion of the job description. Ryan gives some examples, like the Lyons Club and Community Center, and that budget needs will always be taken consideration off when joining. Moving on, the group agrees to change having a bachelor's degree to a *desired* skill from a *required* one. Additionally, they change the requirement of Fire

Officer 2 to Fire Officer 1. Ryan clarifies what a Line Officer is. Lyle states he is roughly two years from completing the qualifications needs. The board asks that it be clearly stated in the notes that as he is Acting in Capacity Fire Chief, that the deviation from written policy is acceptable. The board will strike "...be bondable and insurable" from the job description, as it applied to a time where the Chief was allowed a department vehicle for personal use. Lyle asks for details of the departments background checks and Randi tells him the department uses BioMed and receives the first seven for free each year. Lyle has had a conversation with another districts Chief about billing for out of district services and has found that this is something that still occurs, so the pertinent clause is left as written. Randi is asked to research whether weight lift minimums are allowable in job descriptions per OSHA.

Lon states they have read through the entire job description. He explains that if everything is satisfactory upon it being typed up it can be adopted at the next regular board meeting. He states that per SDAO nothing can be adopted during a meeting where public commentary isn't allowed, such as this special meeting. Lyle feels the job description is very thorough and isn't missing anything. Ryan requests that the finished job description be sent to the Human Resources Department of SDAO to be looked over.

Bob takes a moment to explain the intricacies and costs that he has learned so far in making Lyle an employee versus a volunteer and will be doing further research into the matter. The entire meeting wishes to be sure that Lyle is compensated for his time to the best of the department's ability. Ryan has prepared a task list, from his recollections of being a Fire Chief for Lyle. There is discussion about levy options to bring more funds to the budget in order to fairly pay a full time Chief, as well as the possibility of dissolving the district to restructure it with a higher tax rate. Ryan mentions that the Fire Chief should also have a benefits package. For the moment Lyles stipend is \$1150.00, but there will be ongoing research to try to improve upon that.

The meeting is adjourned at 9:02pm

Next Meeting

August 29, 2022 @ 7pm @ Station 1 (276 Mill Creek Dr.)

Secretary

Date of approval