

# BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

## SPECIAL BOARD WORK SESSION MEETING MINUTES

**This meeting was a work session with the Board and attorney, Gail Stevens to review the Banks Fire District's Board Policies. Ms. Stevens was hired by the district to review all Board Policies to be sure they were up to date and compliant with any laws that might pertain to the policy.**

**Meeting Date: Tuesday, February 13, 2024**

**Meeting Location: Banks Fire District #13, Hornshuh Creek Station #14 Training Room**

**Call to Order: Board Chair Kevin Henning called the meeting to order at 5:03 p.m.**

**Board Members Present: Kevin Henning, Clint Jackson, Mark Standley, John Wren, Pete Lux**

**Board Members Absent: None**

**Approval of Agenda (Action Item): John Wren made a motion to approve the February Agenda with the change to remove the Old Business – Board Policy Review. Pete Lux seconded the motion. Voting for the motion: Mark Standley, Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.**

The meeting was a question and answer session between the Board and Gail Stevens. Ms. Stevens had reviewed all of the Board Policies prior to the meeting and provided a key that had notes and suggestions on each policy. They went through the policies one by one to review.

The Board asked a question about some of the past policies being deleted from Board Policies and moved to the Personnel Manual. Ms. Stevens replied that the policies that were moved are normally not in board policies but in personnel policy manuals. The ones that were moved to the personnel manual were recommendations by Mark Wolf of Government Law Group back in 2020. She stated that the head of the operations of an organization is the person that approved personnel policies so they would not be going through these policies.

Board Member Wren inquired about who in an organization is responsible for approving personnel policies. Ms. Stevens replied that it is usually the head of human resources or operations. She gave examples of CEO, Director, Fire Chief etc.

Policies 001 through 0024 were covered. Please see Key to Banks Fire District Policy Review for Ms. Steven's suggestions. Below are additional questions that arose while discussing the policies:

It was decided that once all policies were reviewed and revised then the board will vote for approval of the board policies.

**Adjourn Meeting: The work session ended at 6:10 pm. The next work session to finish the policies will be held on Tuesday, March 5, 2024 at 5pm at Hornshuh Creek Station beginning with Policy 0025.**

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Pete Lux  
Secretary

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Kari Erwert  
Recording Secretary