

**MINUTES OF SPECIAL MEETING – WORKING SESSION**  
**OF THE BOARD OF DIRECTORS, KCFD #3**  
**JANUARY 23, 2025**

1. Meeting was called to order by President Dan Hudson at 10:00 am.
2. Present were Dan Hudson, Dennis Worden, Dave Matthews, and Carrie Giroux. Cameron Duncan joined the meeting at 10:18 am.
3. This meeting was a continuation of our review and discussion of the District Policy Manual which included the policy on Employee and Volunteer Hiring Guidelines and Handbook, as well as the updated Respiratory Protection Plan and new policies that were added. No motions were made and no voting occurred as this was strictly a working session.
4. We began our review on page 20, Item B under Training and Orientation, of the Employee and Volunteer Hiring Guidelines and Handbook. At the previous Working Session, we reviewed the sections of the appointment procedures, including the various forms and requirements that an applicant needs to pass that are required including backgrounds. This is for volunteer firefighters and paid staff. Dave suggested that we have non-firefighter volunteers go through a background as well.
5. The Policy states that the hiring supervisor reviews the topics with new employee utilizing the checkoff list provided.
6. **Employee Evaluation.** Dave reviewed the process which includes the evaluation, forms, the frequency of the evaluations and the discipline guidelines.
7. **Separating Employees.** Dave noted that according to this policy, the Fire Chief can, at any time, separate an employee without fault. There are steps that the Fire Chief should take during this process that include the separation checklist. The separation should be documented and placed in the employee file.
8. The sample of the Declaration of Service should be removed as it does not pertain to our District.
9. **Reporting Job Injuries.** Dave briefly reviewed this policy and noted that all injuries should be reported to the supervisor. OSHA should be notified immediately if there is a fatality or serious injury. Also reviewed was the supervisor's checklist which should be utilized for the handling of a work-related injury and the reporting requirements.
10. **KCFD#3 Respiratory Protection Program Policy.** Dave Matthews discussed working with the OSHA inspector who provided recommendations and Dave noted that there are a few changes that need to be made (see below). Those changes include N95 masks which are now considered a respirator. OSHA declared this a few years ago. An employee who is required to use a N95 mask should go through the same steps as an employee who uses a SCBA.
11. With regard to **Vehicle Fires**, the OSHA inspector suggested that we add the statement “unless otherwise directed” at the end of the paragraph.
12. **Confined Space.** This definition should be moved to the Operation section of the policy.

13. **Medical Evaluation.** Dave Matthews and the Fire Chief, Nate Hussey, met with NPA Sheets, and he would like the employee to bring the questionnaire, Form KCFD 917, with them to allow him to do the physical examination. Reevaluation of the employee would only be conducted if the District feels that they need to be reevaluated due to some event that may happen. We are required to help an employee fill out the form if they need assistance.
14. **Fit Testing.** The term SCBA should be changed to "Respirator". At the last meeting, the Fire Chief stated that we should have a training mask and the manufacturer should be providing this. Unfortunately, they do not. Further research is needed on this. Training on usage of the mask and what they should be doing was briefly reviewed. This policy on training denotes what the code states.
15. **Air Quality/Bottles of Oxygen.** It was suggested by the OSHA inspector that we add this to the policy. When bottles of oxygen are refilled, we as a District, should certify that those bottles are properly filled by a certified facility and a copy of their certificate should be placed in the Districts files.
16. The inspector also strongly recommended that we have an annual testing of our equipment and have it written down noting when testing should take place so that it is done at the same time every year.
17. **Code of Federal Regulations 1910 (CFR).** This is a federal regulation that requires everything noted above, including maintaining medical retention records which is thirty (30) years. Dennis Worden asked where we should maintain these records. Currently, we do not have a repository for these types of records. Dave noted that in the public records retention section of the policy, it does address this issue. It was noted that we need to research this further.  
  
Cameron Duncan suggested that we create a list noting different types of records retention, i.e. how long we are to keep certain documents and it should be posted in the office.
18. **NEW Policy 310 - Attendance and Participation** (paid and volunteer staff). This new policy gives direction of what we expect of our employees. It includes staff attendance descriptions, attendance requirements, leaves of absence and FMLA/Paid Leave Oregon.
19. **FMLA/Paid Leave Oregon** was reviewed. It explains the different types of leave and the notices that should be given to the Fire Chief when requesting leave. All requests for leave of absence should be addressed with the Fire Chief. Discussion continued. Cameron Duncan asked if the employees are aware that this is a choice to pay in for this or not. She also wanted to know if this choice is given to an employee when they are hired. Cameron Duncan said she would contact our tax service to make sure this step is done correctly. It was suggested that we ask the employees if this has been done. Dan Hudson suggested we add this to the February 2025 agenda.
20. **Bereavement Leave.** This section states that paid staff may take leave up to, but not exceeding 40 hours. It was suggested this be changed to 24 hours paid leave.
21. **Leave of Absence.** This was briefly reviewed.
22. **Policy 320.1 – Information Security.** Dennis Worden stated he has reviewed the policy; however, he needs to speak with the Fire Chief about what is currently in place. Dennis stated that he feels that most of this policy can be deleted.

23. There was discussion regarding a form that an employee would sign when he/she is given stating that he/she has received the manual, has read it and understands it. Dan Hudson suggested that we keep a few manuals available that we could hand out to allow them to take home and read, and once they return it, they would then sign a form.

24. **New Section 200 Operations:**

**New Policy 201.1 – Establishing Procedures.** This policy needs input from the Fire Chief and the EMS Coordinator. Dave Matthews stated that this policy gives more structure to the operation side of the business.

**Policy 202.1 - Equipment and Property.** Dave Matthews reviewed equipment and property, records of assigned property, use of District Property, and property inventory. With regard to the dollar value under property inventory, it was suggested that anything valued over \$250.00 and/or has a serial number would be inventoried. Discussion continued as to when the inventory should take place.

**Policy 202.2 – Equipment Operations.** This policy provides guidelines on who should or should not operate a vehicle, proper training, accidents etc. Cameron Duncan said she thought we had a form that the Fire Chief uses which is based on testing and training for certain types of equipment. She asked Dave Matthews to check with the Fire Chief on this.

**Company Vehicles.** Dan Hudson suggested that we “**bold**” the second sentence.

**Policy 202.3 - Apparatus Start Up Procedures.** This is based on OSHA and the question was asked if we keep mileage logs for the vehicles. Dan Hudson stated that we do have logs and he suggested that Dave Matthews check with the Fire Chief on this.

**Policy 203.1 – Uniforms.** We currently do not have a policy on this and it was suggested that we speak with the Fire Chief regarding this.

**Policy 204.1 - Employee Training.** Dave Matthews reviewed the policy and noted that there is more to add to it. Dan Hudson noted that the annual HIPPA training takes place in January and Dave stated that this should be noted in the policy.

**Policy 207.1 – Communicable Disease Exposure.** The steps that are taken when an employee has been exposed were discussed. The EMS Coordinator should be consulted on this particular topic.

**EMS Guidelines.** needs to be completed and we should consult with our EMS Coordinator to determine what is needed in this section.

**Policy 209.1 – Hazardous Material Response.** This is a requirement for a fire department to have a response plan in place. Dan Hudson noted that everyone in the department, including the Board, should be trained. There should be some type of certification maintenance, documentation of specialized training, EMS training, etc. He would like to see a statement on awareness in this section as well.

25. **Policies 209.2 Special Rescue Situation, 210.1 Media Contacts, 211.1, Maintenance Responsibilities, 212.1 Safety Committee, 212.2 Tailgate Safety Meetings, 213.1 Emergency Evacuation, and 214.4 Political Activity** were briefly reviewed. Cameron Duncan asked if we have to provide public notice for the Safety Committee meetings. Dave Matthews said he will check on this. Discussion ensued.

**Policy 215.1 – Outside District Operations.** This policy describes how we work with other mutual aid including any contract fees involved. Cameron Duncan stated that the Fire Chief would like to work on this policy. The EMS Coordinator might be able to provide more information as well.

26. Dave Matthews suggested we have one more working session in early February to review any policies that we haven't covered and stated that by March we would be ready to edit the manual. Dennis Worden would like to see that any future changes to the policy be easy to make.

Dave Matthews recommended that we use what he calls a "District Notice" that states an amendment has been made, and what it applies to, and explained the process.

Carrie Giroux suggested that we post the manual online and Dennis Worden said because of federal format standards it may not be feasible. Dan Hudson suggested that we could place a notice at the library stating that the manual is available for public review at the station. Dennis said he could post something referencing this on the website. As for public comment, we would need to ask OGEC about taking public comment at our meeting with them in May. The question was presented as to how we can lock down the document so that no changes or printing of the document can occur. Dennis Worden will research this for us.

27. Dennis Worden made a motion to adjourn the meeting at 11:31 am. Dave Matthews seconded the motion. Roll call was taken as follows: Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye, Cameron Duncan, aye, Dan Hudson, aye. Motion passed 5-0.

Respectfully Submitted:

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Carrie Giroux  
Secretary/Treasurer