

**MINUTES OF SPECIAL MEETING – WORKING SESSION
OF THE BOARD OF DIRECTORS, KCFD #3
FEBRUARY 28, 2025**

1. Meeting was called to order by Vice President Dennis Worden at 10:05 am.
2. Present were Dennis Worden, Dave Matthews, and Carrie Giroux. Cameron Duncan joined the meeting at 10:12 am. Fire Chief Nate Hussey was also present.
3. This meeting was a continuation of our review and discussion of the complete District Policy and Procedures Manual. No motions were made and no voting occurred as this was strictly a working session.
4. Dave Matthews stated that this Manual has three (3) sections which is Management and Governance, Operations and Administration/Personnel. With regard to Operations, this section will need additional policies and procedures. The Fire Chief will need to review this section as well and provide more information in certain areas.
5. **Fire District History:** Mr. Matthews noted that we provide some history on the Fire District so that it can be added to the manual. He also suggested that the Board review the manual separately then advise him of any changes, etc.
6. **District Manual Notice:** Once the policy manual and all policies associated with it are approved by the Board, and any future changes can be easily made with the format that was used to create it. The form used to make changes is titled District Manual Notice document. The notice will have a number that correlates to the calendar year, what section they are referencing, policy number, what the subject is, date issued and when it expires, the date it was incorporated into the manual, including who submitted the form and an explanation of the change(s). Once the changes are approved by the Board, the form will be placed in the manual.
7. **Budget Message:** Dave Matthews stated that we need to establish a “Budget Message” which is required by law which is stated in the ORS. This would be written by the Board President or the Board as a whole. Mr. Matthews suggested that it be sent to Mr. Scott Smith of the Department of Revenue for his review.
8. **Record Retention:** Dave Matthews briefed the Board on record retention. This is not part of the policy; just for reference.
9. **Duty Statements:** Dave Matthews noted that there are eight (8) duty statements which are needed for each position and is still being compiled.
10. **KCFD #3 Forms:** Dave Matthews reviewed the multitude of forms with the Board. Discussion continued regarding a form for payroll/paychecks, i.e., the date an employee receives the paycheck, and can be used as a tracking tool. Dennis Worden suggested that there be two (2) columns on the form that shows when the District receives the payroll checks and when the employee receives it.

Note: Technical difficulties with the microphone in that it stopped operating at twenty-seven (27) minutes into the meeting.

Employment Hiring Workbook Form: Dave Matthews explained the form to the Board. It is part of the pre-hiring process and is based on the duty statement. This form asks the employee a multitude of questions related to the job they are applying for.

Form 883 Arrest and Disclosure Statement: Dave Matthews briefly discussed the form with the Board.

Dave Matthews created a check list of all forms to be used in the hiring process. Some of the forms are password protected due to formatting issues. Cameron Duncan suggested that packets of the forms are pre-made for a firefighter or EMS, to make it easily accessible for whoever would be giving them to a pre-hire employee.

11. **Organizational Chart:** The current chart can be used however a few of the names on the chart need to be changed. Dennis Worden stated he would work on it.
12. **Policy 315.1 Social Networking:** Dennis Worden stated that he reviewed the policy and he feels that it states what we are trying to accomplish with regard to social networking issues we may have in the future. An employee may not post anything on any social platform regarding the District unless it is authorized by the Board or the Fire Chief.
13. **Information Security Policy 320.1:** Dennis Worden directed us to the section on Data and Backup Recovery. Since we don't have any sensitive information on the systems we have, there really is no need for backup. Mr. Worden did suggest that if we are interested in backing up the computers if one should start having issues, he recommends that we do a backup once a year. Currently, the District has only one tech person who can access the system with a password. Mr. Worden stated we would actually need two people for this. Nate Hussey noted that he can discuss this with the IT person, Tyler Fowler, who is also an employee of the District. Discussion continued at length on this subject.

Mr. Worden suggested we remove information on end point protection, firewall security systems, phishing, wireless with password management, security awareness training, mobile device management, incident response, VPN, and encryption of mobile devices. Discussion continued.

With regard to password requirements, Nate Hussey noted that what is currently in place is stated as "the password requirement includes one capital, one lowercase, a number, and/or one special character. Must have three (3) of the four (4) listed characters listed above and be at least seven (7) characters long". Cameron Duncan suggested that the above statement be placed in the policy manual and Dennis Worden made note of it for updating purposes.

14. **Master Copy of the Manuel:** Dave Matthews asked who would have access to the master copy to make any necessary changes going forward. Cameron Duncan suggested that it be the Board President and the Fire Chief.
15. **Adjournment:** Dennis Worden asked for a motion to adjourn the meeting. Dave Matthews made a motion to adjourn the meeting at 11:13 am. Carrie Giroux seconded the motion. Roll call was taken as follows: Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye, Cameron Duncan, aye. Motion passed 4-0.

Respectfully Submitted:

Carrie Giroux
Secretary/Treasurer