

**JOHNSON COUNTY FIRE DISTRICT NO. 2  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

**JUNE 12, 2017**

**I. CALL TO ORDER**

A Special Meeting of the Board of Directors was called to order by Chairman Rod Richardson.

**A. INTRODUCTION OF GUESTS**

The Chairman inquired if there were any guests in attendance, and there were none.

**II. ROLL CALL**

Present:

Board Members: Chairman Rod Richardson, Vice-Chairman Ray Merrick, Treasurer Darrel Dougan, and Andrew Ramos.

With a majority of the Board members being present, there was a quorum.

Also in attendance were Fire Chief Jim Francis and legal counsel, Barry D. Martin of Speer & Holliday, LLP. Legal counsel advised the Board that Notice of the Special Meeting of Board of Directors had been posted at the fire station.

**III. COMMENTS FROM THE FLOOR**

The Chairman inquired if there were any comments from the floor, and there were none.

**IV. OLD BUSINESS**

The Chairman advised there was a personnel matter to be discussed by the Board, and that the same would be discussed in Executive Session. On motion made by Ray Merrick and seconded by Darrel Dougan, the Board unanimously voted to go into Executive Session at 4:10 p.m. to discuss a personnel matter, and the Board would remain in Executive Session until approximately 5:45 p.m., or until conclusion of discussion of the personnel matter, whichever occurs first.

At 5:45 p.m. the Board came out of Executive Session and the special meeting of the Board of Directors reconvened.

## **V. NEW BUSINESS**

Next discussed was revision of the Fire District's Complaint Resolution Policy. Policy No. 10.2 addresses a process with regards to resolving complaints of employees of the Fire District. The course of action set forth therein is a step procedure.

The Board asked certain questions of legal counsel regarding that policy and legal counsel responded that he had not recently reviewed the same, but could recall assisting the previous Fire Chief in preparing this Policy and did recall that it had been used in the past.

Discussion ensued between Board members and Chief Francis regarding whether the Complaint Resolution Policy was satisfactory regarding complaints that employees might have about other employees of the Fire District. The Board emphasized that in the future any complaints that might be raised should be put in writing and signed.

Chief Francis indicated there was a Complaint Resolution form provided for under Policy No. 10.2

The Board directed Chief Francis and legal counsel, Barry D. Martin, to review Policy 10.2 and make modifications to the same to be presented at future Board meeting. Both indicated they would review that policy.

Next discussed was possible rotation of Battalion Chiefs. Chief Francis agreed there might be some benefit in rotating Battalion Chiefs.

Chief Francis then presented to the Board a proposed ad he would use for replacement of the office manager. Certain suggestions for changes to that ad were made, specifically to rename the position Administrative Assistant, and to adjust the salary scale. In addition, there were certain management duties listed which the Board suggested be removed.

Policy 7.12 titled Officer Manager was reviewed. Again, the Board suggested that this policy be retitled Administrative Assistant, and to remove references pertaining to dealing and/or supervising other employees.

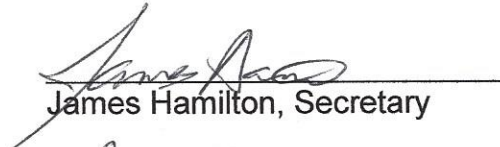
Finally, the Board addressed issues related to the upcoming budget for 2018, and their individual philosophies regarding the same.

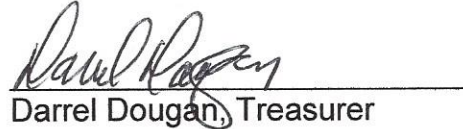
**VI. ADJOURNMENT**

The Chairman inquired if there was any further business to come before the meeting. There being none, upon motion made by Ray Merrick and seconded by Darrel Dougan, the meeting was unanimously adjourned.

  
Rod Richardson, Chairman

  
Ray Merrick, Vice Chairman

  
James Hamilton, Secretary

  
Darrel Dougan, Treasurer

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Andrew Ramos