

**DOWNS COMMUNITY FIRE PROTECTION DISTRICT
DOWNS FIREHOUSE
TRUSTEE MEETING
15, January 2018
6:00 PM**

000148

Minutes for the month of January 2018

Call to order:

Attendance: M. Casada, J. Bettisch, J. Misch, J. Day, E. Battey, Jon Bettisch, T. LaCroix

Public Attendance: None

Motion made by M. Casada to approve the regular minutes for the month of December. Seconded by J. Misch. PASSED

Motion made by M. Casada to approve the special minutes for December 21 and 23. Seconded by J. Misch. PASSED

Motion made by J. Misch to approve the treasurer report from December 18 thru January 14. Seconded by J. Bettisch. PASSED

Reports

Fire Chief (see attached)

Introduced two new firefighters, Anthony Nelson and John DeWerff

EMS Chief (see attached)

Motion made by J. Bettisch to induct Jon Bettisch as HIPPA Officer for EMS documents. Seconded by M. Casada. PASSED

Building (see attached)

Association

Motion made by J. Bettisch to purchase a Genesis Rescue Tri Strut Kodiak kit from Paul Conway Shields. The General Fund will pay for \$2,370.89 of the cost with the Fire Association picking up the remainder of the cost. Seconded by J. Misch. PASSED

New Business

The appointment for Board of Trustee officer positions will be conducted in June to take effect at the start of the new fiscal year.

After review, motion made by M. Casada to adopt document 2018-1 A Policy Prohibiting Harassment & Discrimination. Seconded by J. Misch. PASSED

Review of By-Laws of Downs Community Fire Protection District will be moved to the February or March meeting.

Old Business

Motion made by J. Bettisch to purchase a Microsoft Surface 3 with keyboard, protective case, stylus pen and protective screen from Amazon for \$629.11. This will be used with the new ESO software for EMS

Public Comments

None

Other Business

None

Motion made by J. Misch to suspend the regular meeting at 7:29 pm and enter Closed Session. Seconded by M. Casada. PASSED

Returned to the regular meeting at 8:32 pm.

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Action on Closed Session Business

Based on the boards investigation into the sexual harassment complaint:

- Motion made by J. Misch to provide Party #1 a written warning which will be handled within the week and placed in employee file. Seconded by J. Bettisch. PASSED
- Motion made by J. Misch to provide Party #2 a one day no pay suspension, to be completed within the week, and documented in employee file. Seconded by M. Casada. PASSED
- Motion made by J. Misch for trustee J. Bettisch to attend the February Fire Association meeting to inform everyone the white elephant gift exchanges will no longer be allowed at fire department functions, each person will be provided a copy of the new harassment and discrimination policy which was adopted by the board tonight. Seconded by M. Casada. PASSED

Motion made by M. Casada to adjourn the meeting at 8:34 pm. Seconded by J. Misch. PASSED

*James D. Bettisch
Sec-Treas*