

MCMINNVILLE FIRE DISTRICT

Board of Directors' Meeting Agenda

December 28th, 2023

Hybrid Meeting Location: Station 1, 175 NE 1st St, McMinnville

Zoom Meeting: <https://bit.ly/48iN6n9>

Meeting ID: 830 3515 1575

Passcode: 528412

This meeting is being recorded.

6:00 pm

AGENDA

EXECUTIVE SESSION – NOT OPEN TO THE PUBLIC

- I. CALL TO ORDER**
- II. EXECUTIVE SESSION PURUANT TO ORS 192.660 (2)(A):** To consider the employment of a public officer, employee, staff member or individual agent.
- III. ADJOURNMENT OF EXECUTIVE SESSION**

REGULAR SESSION – IMMEDIATELY FOLLOWING THE EXECUTIVE SESSION

- I. CALL TO ORDER**
- II. ROLL CALL OF DIRECTORS**
- III. PLEDGE OF ALLEGIANCE**
- IV. CHANGES TO AGENDA**
- V. CONSENT AGENDA/ APPROVAL OF MINUTES**
 - a. Minutes from Regular Meeting 11/16
- VI. FINANCIAL REPORT**
- VII. PUBLIC COMMENT (The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)**

VIII. BUSINESS- Action Required

a. Board Policy Review Policy 34

34. Workplace Violence

IX. OTHER BUSINESS- No action Required.

a. Board Committee/liason Reports

i. LOSAP

ii. Branding

b. Board Information Reports

X. INFORMATION ONLY

a. Department Reports

i. International Association of Firefighters Local 3099

ii. McMinnville Volunteer Firefighters Association- President

iii. Fire Chief Report

b. Correspondence

c. Informational Items

d. Next Meeting – Thursday January 11th, 2024, at 6:00 p.m.

XI. ADJORNMENT

Information

a) Division/Department Reports

- I. International Association of Firefighters (IAFF) Local 3099: No report.

- II. McMinnville Volunteer Firefighters Association: Volunteer President Pete Goodman gave a report regarding involvement in the Veteran's Day Parade and the upcoming holiday decorations. Fire and Life Safety volunteer, Nancy Law, gave a report regarding the upcoming toy drive.

- III. Fire Chief Report:
 - The IGA is under review by the District Counsel.
 - The Civil Service Guidelines are in draft.
 - Working on contract for transitioning assets and personnel from the City for January 1st.

b) Correspondence: None

c) Informational items: There has been a conditional offer with the Chief candidate and moving onto next steps with backgrounds.

d) Next Meeting: November 30, 2023

Meeting adjourned: Time: 6:11 p.m.

BOARD POLICY 34

Workplace Violence Policy

The District prohibits violence in the workplace made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property. Threats and acts of violence will be dealt with in a zero-tolerance manner by the District.

Definitions

Workplace shall mean any location/site where work is performed for the District. This includes any building and surrounding premises used by the District, any District-owned vehicle, and any other property when used for District-sponsored or District-approved activity, event or function.

Violence shall mean any incidents that pose a real or potential risk of harm to employees or others associated with the District, or that threaten the safety, security, or financial interests of the District of McMinnville.

Applicability

This policy applies to all employees, volunteers, board members, and third parties.

Nothing in this policy prohibits an employee from defending themselves against an impending or actual physical attack, as authorized by law.

Reporting

Any employee who has knowledge of conduct in violation of this policy should immediately report their concerns to Human Resources or to a supervisor.

It is the intent of the Board that appropriate corrective action will be taken by the District to stop any incidents that pose a real or potential risk of harm to employees or others associated with the District, or that threaten the safety, security, or financial interests of the McMinnville Fire District.

Consequences

Employees whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal, in accordance with the applicable employee handbook and/or bargaining agreement.

Volunteers, board members, and third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Fire Chief or designee.

The District may report individuals in violation of this policy to law enforcement officials.

Retaliation / False Charges

The District prohibits retaliation and discrimination against an individual who has opposed any threat or act of workplace violence; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under state and federal law.

The initiation of a report in good faith about behavior that may violate this policy will not adversely affect the terms or conditions of employment or work environment of an employee complainant.

False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Date Approved: _____

Date Reviewed: _____

END OF POLICY