



Fire District 1
Steering Council Meeting

7750 N. Wyandotte Way
Park City, KS 67147
316-660-3473

September 21, 2023

Amended 10/19/2023 with Corrections

Fire District 1 Attendees: Fire Chief Doug Williams, Fire Marshal Brad Crisp, Deputy Chief Kevin Nelson, Deputy Chief Ray Hensley, and Clerk Janelle Davey

Fire District 1 Steering Council Attendees: Jim Benage /Bel Aire, Russ Lowen/Goddard, Susie Sutton/Haysville, Mike Strelow/Maize, Katie Bowen/Park City, Jeff Witherspoon/Bentley, Andy Hall/Spirit AeroSystems, Carl Amerine/Derby, Katy Jackman Tyndell/At Large Member from Unincorporated Areas

Special Guests: Assistant County Manager Rusty Leeds and Union President Casey Ingalls

I. Call to Order: Chairman Amerine

Carl Amerine was attending remotely so he has asked Katy Jackman Tyndell to lead the meeting.

Katy Jackman Tyndell - All right. Well, it is 6:02 pm and I will officially call this meeting to order. Looks like the first thing on the agenda is roll call.

II. Roll Call

Present – Katy Jackman Tyndale, Jeff Weatherspoon, Katie Bowen, Jim Benage, Susie Sutton, and Carl Amerine – virtually.

Not Present – Russ Lowen, Mike Strelow, and Andy Hall.

III. Pledge of Allegiance

Katy Jackman Tyndell - All right, and it looks like next is the Pledge of Allegiance.

IV. Approval of previous meeting minutes

Katy Jackman Tyndell - The first item of business is approval of the previous meeting minutes [August 17, 2023]. Did everybody have a chance to look at those? Are there any issues? Any

suggested amendments? If not, I'll go ahead and make a motion to approve the meeting minutes as drafted.

Vice Chairman Katy Jackman Tyndell made a **MOTION** to accept meeting minutes of August 17, 2023.

Susie Sutton **SECONDED** the motion.

No discussion on the minutes.

AYE ALL

NAY None

Katy Jackman Tyndell - All right, meeting minutes approved unanimously.

V. Discuss Meeting Process

Katy Jackman Tyndell - I am not sure, Kevin [Nelson], maybe you can give us some direction on the agenda items. I noticed that there was a discussion on there for the meeting process and action based minute's policy. I know that Jim [Benage], you had mentioned prior to this a desire to have action based minutes. So I'm guessing that's where that came from. But if you want to elaborate on that.

Jim Benage - So I am the one who actually asked for this to be on the agenda, both of these items. So I'll just give you a brief overview. I think everybody has a copy of this little write up here, but I'll just go through it real quick. (Attached at the end of the minutes.) So I provided the meeting packet, as example what city that Bel Air does. And we can certainly do our meetings and our meeting packets any way we want. That's up to us. Just an example, I thought maybe this might help us be a little more effective and efficient with meetings. So first of all, each item are motion actions. If you look at the agenda here, these action will have a drafted motion for it. Now you don't have to make that motion, you can make any motion you want, you can change the motion, but at least gives you a little bit of a starting base of how motion might look like. And we find that most members make the motion as drafted but they do make exceptions to it quite often. But it's just an example of how to do it. I know several of us have struggled to clarify our motions. You're trying to do this on spur of the moment, and you're trying to get the thoughts together. So this just kind of helps.

But that's one, supporting information in the packet. When we get our packets and we have them online, we always have the supporting information in that packet. So we're not struggling trying to go through here at the last minute and nobody knows anything about except the person who's presenting it. That makes it more difficult to digest and to get through it. This way, we have questions, we go through the packet before the meeting [those with] questions, we can ask those of staff and they can be answered at the meeting or they can be asked answered individually. Just if you do ask questions. Don't copy everybody. Just only send it to staff members like Kevin [Nelson] or the Chief [Williams] and let them respond to them appropriately. So that way, you get

some questions answered ahead of time and some of those may be appropriate to ask those again at the meeting depends on the question of what it is.

The third is the action based minutes. I know, Miss Davey has probably spent over eight (8) hours or better, putting 51 pages of minutes together. That's a lot of work for her and it's a lot of work for us to read through all that. So what we do and there's an example of minutes on page five (5) at the bottom right hand corner, that's an example of how the minutes are generated for our meetings. It has a few of the things in there, but it doesn't have all that interactive discussion. Because for the most part, that's not needed. In the record, the record needs to know what did you decide, and how did you vote on it. Then if you want, if there's something significant to put in the record, you can always say, I would like this in the record. Then Miss Davey, when she's transcribing the record, she'll hear that and she'll put that right in the record. But otherwise, she can save herself, a lot of work, and save us a lot of reading, if we do those action based minutes.

These are just suggestions, and I'll be happy to answer any questions you may have.

(Example #1 Attached)

Action: Adopt a meeting process for the Steering Council.

Jim Benage - I will make a **MOTION** that we adopt a meeting process for steering council that includes the agenda with proposed motions if the member of the steering committee wants to add some to the agenda, they may propose a motion adoption or the Chief may propose a motion adoption. Language is specific in nature. Otherwise, there does not need to be a motion adoption in that and as the packet include all the pertinent information that the Fire District can give us prior to the meeting so that it will be it can be reviewed and questions asked prior to the meeting.

Katy Jackman Tyndell - I will **SECOND** the motion.

Okay, any further discussion? NONE

AYE ALL

NAY None

Katy Jackman Tyndell - All right motion carries.

Action: Motion to adopt an Action Based Minutes Policy.

Jim Benage - Second action there is a **MOTION** to move to action based minute's policy where certain council members may make a specific request for items to be on the record. But otherwise, the minutes would only reflect the actual motions; who made the motion, who seconded the motion, and the vote.

(Example #2 Attached)

Susie Sutton – I **SECOND** that.

Jeff Witherspoon - Would that not include discussion?

Jim Benage - It would not include the discussion in the minutes.

Jeff Witherspoon - That would not.

Jim Benage - No, only if you said I would like this on the record. If you say that then that would go into the record.

Katy Jackman Tyndell - Okay, have motion and a second any further? NONE

AYE ALL

NAY None

Katy Jackman Tyndell - All right motion passes. Let's move on to the Fire Chief update.

VI. Fire Chief Update – **Fire Chief Doug Williams**

a. 15 Step Pay Plan

(Examples attached)

i. Mechanics Pay discussion

Katy Jackman Tyndell - I just want to say for the record, that Council Member Katie Bowen, departed the meeting at 6:50pm.

b. Legal aspects of recognizing the Union – **Assistant County Manager Rusty Leeds**

(Attachment is titled KSA 75-4321)

VII. Union Presentation – **Union President Casey Ingalls**

(PowerPoint attached)

VIII. Council Discussion

IX. Meeting Adjournment

Action: Motion to adjourn.

Jeff Witherspoon – Made a **MOTION** to adjourn.

Katy Jackman Tyndell - We have a motion to adjourn on the floor. Is there a second?

Jim Benage - I'll **SECOND**.

AYE ALL

NAY None

Meeting adjourned at 2029