

Meeting Minutes
Bylaws Committee Meeting
Friday, Jan 22, 2021
9:00 a.m.

Attendees:

Richard Bend, Beth Olfelt-Nelson, Chief Jim Stanley, Don James, Randy Nelson

The purpose of this ongoing working group is to update the LSCVFD Bylaws and related documents to be in compliance with State Law and to more accurately reflect current operations and oversight

Meeting is ongoing

Our work process is simply reviewing, page by page, existing bylaws and related documents, highlighting areas where we think there are issues\corrections\updates\deletions to make. A number of department documents reference other documents and must reconcile with one another. The documents include:

- Joint Powers Agreement
- Department Bylaws
- Employee Handbook
- Procurement Policy

We are aware that State law supersedes the above documents and are considering that as we work

Minutes from Dec. 18, 2020 meeting were approved

Meeting Summary:

Primary focus was to compare 2 edited red line versions of the bylaws document and combine them into one "master redline" that can be soon be presented to a broader group for feedback and review.

Some outstanding questions for review and/or follow-up:

1. How long are we legally required to keep records?
2. Should attendance list be reviewed quarterly or monthly during regular board meeting?
3. Minutes and meeting posts could be stored on a shared drive – Jim will look into this

Next meeting has been posted for Friday, January 29 at 9 A.M. and is considered a regular meeting.

Minutes Submitted by Beth Olfelt-Nelson