



Fire District 1
Steering Council Meeting

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

February 06, 2025

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

Fire District 1 Steering Council Expected Attendees: Jesse Miller/Bel Aire, Russ Lowen/Goddard, Susie Sutton/Haysville, ***Vacant***/Maize, Katie Bowen/Park City, Jeff Witherspoon/Member at Large #2 SCAC, BJ Bryant/Member at Large #4 Aircraft Manufacturing, ***Vacant***/Member at Large #1 Unincorporated Area, Katy Jackman Tyndell/Member at Large #3 Unincorporated Area

Special Guests: None

I. **Call to Order: Vice Chairman Katy Jackman Tyndell at 1802**

II. **Roll Call**

<u>Steering Council</u>	<u>Roll Call</u>
Katy Jackman Tyndell	Present
Jesse Miller	Present
Russ Lowen	Absent
Susie Sutton	Present
Katie Bowen	Present
Jeff Witherspoon	Present
BJ Bryant	Present
<i>Vacant</i>	
<i>Vacant</i>	

III. Pledge of Allegiance

IV. Approval of previous meeting minutes

Event:	Previous Meeting Minutes
Motion:	Katy Jackman Tyndell
Second:	Susie Sutton
Katy Jackman Tyndell	Aye

Jesse Miller	Aye
Russ Lowen	Absent
Susie Sutton	Aye
Katie Bowen	Aye
Jeff Witherspoon	Aye
BJ Bryant	Aye
Vacant	
Vacant	

V. Election of Officers: Katy Jackman Tyndell was nominated for Chair and Jeff Witherspoon for Vice Chair

Event:	For Chairman Katy Jackman Tyndell
Motion:	Katie Bowen
Second:	BJ Bryant
Katy Jackman Tyndell	Aye
Jesse Miller	Aye
Russ Lowen	Absent
Susie Sutton	Aye
Katie Bowen	Aye
Jeff Witherspoon	Aye
BJ Bryant	Aye
Vacant	
Vacant	

Event:	For Vice Chairman Jeff Witherspoon
Motion:	BJ Bryant
Second:	Katie Bowen
Katy Jackman Tyndell	Aye
Jesse Miller	Aye
Russ Lowen	Absent
Susie Sutton	Aye
Katie Bowen	Aye
Jeff Witherspoon	Aye
BJ Bryant	Aye
Vacant	
Vacant	

VI. By-Laws Review

- i. Quorum Details

VII. Fire Chief Update

- i. CIP 2-2-1 Meetings
- ii. 2026 Budget Priorities
- iii. Vacant Steering Council Member Positions
- iv. Hiring Update
- v. Federal Grant Funding Update

VIII. Meeting Adjournment

Event:	Meeting Adjournment
Motion:	Susie Sutton
Second:	Jeff Witherspoon
Katy Jackman Tyndell	Aye
Jesse Miller	Aye
Russ Lowen	Absent
Susie Sutton	Aye
Katie Bowen	Aye
Jeff Witherspoon	Aye
BJ Bryant	Aye
<i>Vacant</i>	
<i>Vacant</i>	

Meeting adjourned at 1900

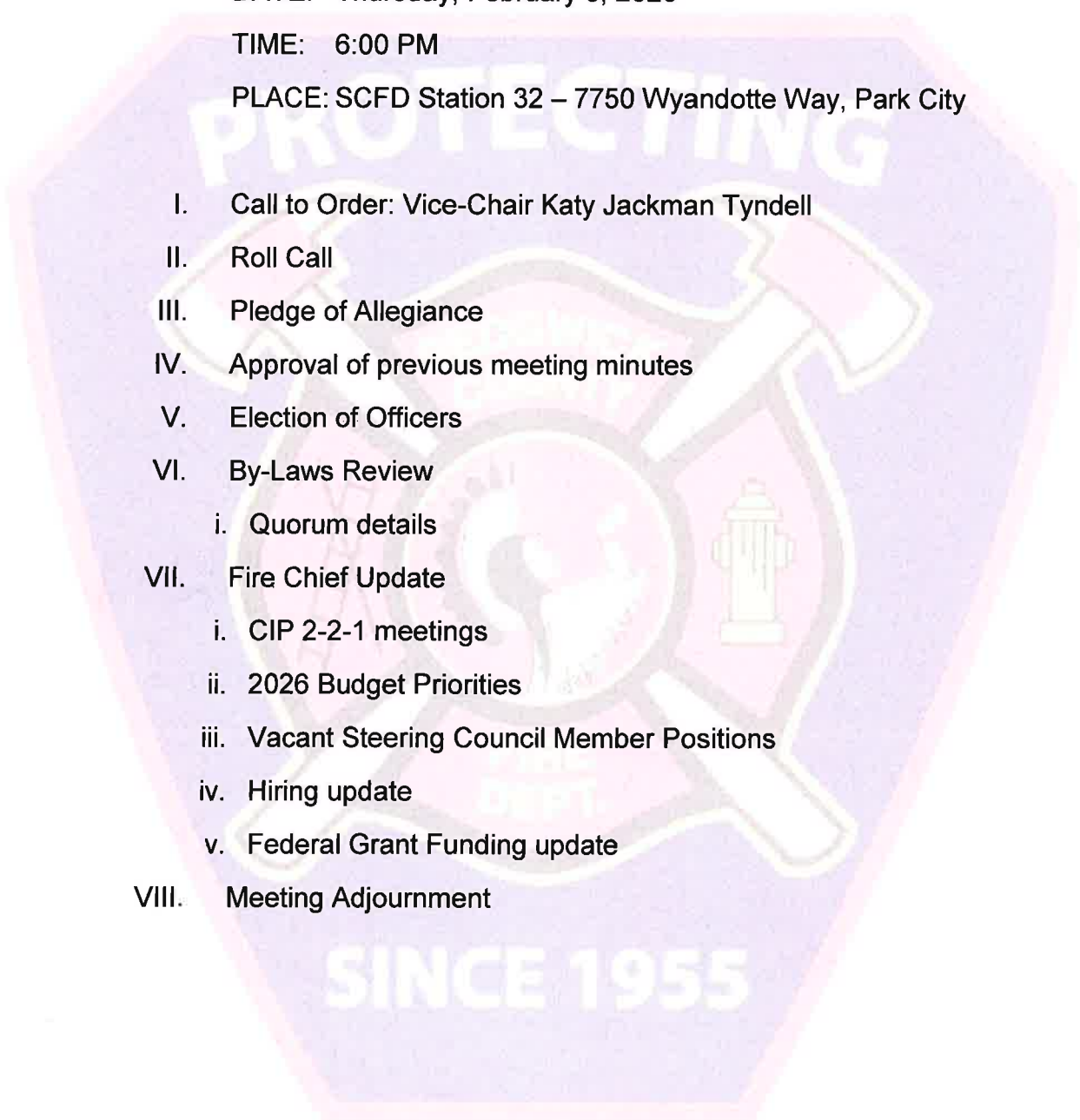
Agenda

Sedgwick County Fire District 1 Steering Council

DATE: Thursday, February 6, 2025

TIME: 6:00 PM

PLACE: SCFD Station 32 – 7750 Wyandotte Way, Park City

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- I. Call to Order: Vice-Chair Katy Jackman Tyndell
 - II. Roll Call
 - III. Pledge of Allegiance
 - IV. Approval of previous meeting minutes
 - V. Election of Officers
 - VI. By-Laws Review
 - i. Quorum details
 - VII. Fire Chief Update
 - i. CIP 2-2-1 meetings
 - ii. 2026 Budget Priorities
 - iii. Vacant Steering Council Member Positions
 - iv. Hiring update
 - v. Federal Grant Funding update
 - VIII. Meeting Adjournment

SEDGWICK COUNTY, KANSAS
STEERING COUNCIL FOR SEDGWICK COUNTY FIRE DISTRICT #1

BYLAWS

1. Creation: This Steering Council ("Council") was created by Resolution No. 913-2022, adopted by the Governing Body of Fire District #1 ("Fire Board") on November 16, 2022 for the Sedgwick County Fire District #1 ("District"). On July 18, 2023, the prospective members of the Council were sworn into office, and decided to meet again on August 17, 2023, at which meeting it would take up the business of electing officers and considering draft bylaws for the Council.

2. Purpose and Principal Office: The purpose of the Counsel is to generally provide the Fire Board and the District as a whole, advice and recommendations regarding matters of public policy, and problems or issues specific to the District, as set forth in Section 3A of Resolution 913-2022. The principal office of the District is located at the District's Administrative Offices, 7750 N Wyandotte Way, Park City, KS.

3. Functions and Responsibilities: The functions and responsibilities of the Council shall be to:

- (a) Review and make recommendations regarding information technology and other equipment such as the District may seek to acquire or divest;
- (b) Review and make recommendations on human resource policies;
- (c) Review and make recommendations related to salary and pay policies;
- (d) Consider plans for operations and staffing of fire stations and make recommendations in regard to same;
- (e) Advise the Fire Chief and Fire Board regarding operational policies of Sedgwick County Fire District #1;
- (f) Create ad hoc committees, task forces and study groups that advise and report to the Council, regarding District area concerns or problems;
- (g) Serve as a vehicle for citizen involvement, education and input, as well as provide a forum for citizens to provide comment and direction to address issues of concern for the District and the community;

Provided, however, that none of such functions and responsibilities shall usurp the functions and authority of the governing body of the Sedgwick County Fire District #1. The Steering Council shall not act in an advisory capacity, nor have any involvement in matters pertaining to specific individuals' employment and/or disciplinary matters, access information protected by the attorney-client privilege, or possess or utilize any other private, personal, or otherwise confidential information.

4. Restrictions on Council Authority: The actions of the Council shall be advisory only. The Council and its members shall have no authority over County or District staff or authority to speak on behalf of the District or County, obligate the District or County, or to carry out activities on behalf of the District or County without appropriate approvals.

5. Membership and Terms: The Council shall be comprised of nine (9) members who shall be appointed by the Fire Board as set forth in Section 2 of Resolution 913-2022. Persons appointed to the Council may serve on other County advisory boards. All members of the Council shall reside in the District or meet the qualifications as set up in Section 2 of the Resolution. In case of a vacancy in the membership of the Steering Council occurring before the expiration of a term, the successor shall be appointed in a like manner as regular appointments are made. The member so appointed shall serve for the remainder of the unexpired term.

6. Meetings and Procedures: The Council shall establish a regular meeting schedule at locations convenient to the public. Regular Council meetings shall generally be held once every month, or as shall be established by majority vote of the Council. Meetings may be called by the Fire Board.

All meetings of the Council and its sub-committees will be conducted in accordance with the Kansas Open Meetings Act, requiring notice of the date, time, and location of the meeting as provided in the Act. Cameras and recording devices shall be allowed at meetings, subject to the reasonable direction of the individual presiding over the meeting to allow the orderly conduct of the meeting.

Although regular Council meetings shall be held in person, telephonic or virtual participation in meetings by Council members unable to attend in person may be authorized under certain circumstances at the discretion of the Chairperson, provided any such meeting complies with the requirements of the Kansas Open Meetings Act. Those members who may need to participate remotely will provide notice to the Chairperson and Fire Chief prior to any regularly-scheduled meeting, so arrangements may be made to facilitate same.

It is the policy of the Council to allow public participation on items coming before the Council. Following the presentation of the items and before action by the Council, the item shall be open for input by the members of the public. Each public member shall be subject to a limitation of five minutes for each presentation, unless extended by the individual presiding over the meeting. The individual presiding over the meeting shall have the discretion to limit the length or number of public presentations, as reasonable when such public presentations are unduly repetitious, not germane to the issue, or in the event the unusual length of business or time constraints requires such limitation.

7. Quorum and Voting: A quorum is five (5) appointed members. A quorum of the members shall have the authority to make recommendations for all actions of the Council. Voting shall be conducted by those members in attendance at the time of the vote. The vote of the majority of those members present at a meeting at which a quorum is present shall be the act of the Council. Voting shall be done by voice vote, and no secret ballot votes are permitted. No actions shall be

taken in the name of the Council where no quorum exists. Proxy votes, also known as a ballot cast by one designated Council member on behalf of another absent member, are not allowed in the conduct of the Council's business.

Members shall discharge the responsibilities of their office and shall vote on all matters coming before the Council, except in those matters announced to the individual presiding over the meeting in which the member declares a conflict of interest, in which case the member may abstain. Members so abstaining shall be counted for the purpose of determining a quorum. Unless a member audibly votes to the contrary or announced an abstention, silence in voting shall be recorded as an affirmative vote.

In the absence of a quorum at any meeting, the individual presiding over the meeting may announce the time and place of a new meeting for that month.

8. Agenda and Order of Business: The agenda for each meeting shall be prepared by designated staff, provided to the members, the Fire Chief, the County Manager, and made available to the public prior to each meeting. Upon approval of two-thirds of the members present, additional items may be added to the agenda at the meeting.

A regular order of business shall include a Call to Order, Approval of Minutes, Consideration of the items of business generally organized by subject matter, and Review of other matters by the Fire Board and/or County staff. The Council may establish a public agenda to consider statements from the public on topics not covered in the agenda, provided that such public agenda shall not be used to discuss matters of personnel, litigation or specific violations of laws and ordinances as determined by the individual presiding over the meeting.

Council members are expected to conduct themselves in an ethical and professional manner in accordance with the Sedgwick County Employee Code of Ethics, as adopted by the Fire Board.

9. Officers and Staffing: The officers of the Council shall be a Chairperson and a Vice Chairperson. The elected Chairperson shall generally preside over Council meetings, except when the Chairperson is unavailable or unable to preside, in which case, the elected Vice Chairperson will preside. Any other officers, sub-committees and procedures shall be determined by the vote of the Council. The terms of officers shall be for one (1) year, and officers shall be nominated and elected at the first meeting of each calendar year.

Administrative services for the Council shall be provided by both the Fire Chief and the County Manager's Office. Such staff shall prepare and coordinate the agenda, take minutes of the meetings, distribute documents, serve as the official custodian of records, including minutes and hand-outs, and perform such other administrative/clerical duties as are necessary for the reasonable and efficient operations of the Council, as directed by the Fire Chief. Legal services and interpretations of these bylaws shall be provided by the County Counselor's Office.

10. Sub-Committees: The Council may establish such standing or special sub-committees as are necessary for the efficient and effective operation of the Council. Such sub-committees (by whatever name) may be established to address specific District issues of concern, consider and

make recommendations to the Council or Members of the Fire Board on certain topics regularly coming before the Council, or serve certain coordination functions. Appointments to the sub-committees shall be made by the Council.

11. Conflict of Interest: Members of the Council are subject to the conflict of interest provisions of State law and shall disclose such conflicts or abstain from participation as required by law.

12. Amendments to Bylaws: These bylaws may be amended by a two-thirds vote of the membership of the Council.

Steering Council for the Sedgwick County Fire District #1 members present and voting were:

- (Name) _____
- (Name) _____
- (Name) _____
- (Name) _____
- (Name) _____
- (Name) _____
- (Name) _____
- (Name) _____
- (Name) _____

Adopted on the ____ day of _____, 2023.

(Name)

(Name)

(Name)

(Name)

(Name)

(Name)

(Name)

(Name)

(Name)