

Collbran Board of Trustees Meeting Minutes
Tuesday, February 20, 2018
Special Meeting
5:45 PM Collbran Town Hall

Mayor V. Sturm called the Special Meeting of February 20, 2018 of the Collbran Board of Trustees to order at 5:53pm. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Trustees Schowalter, P. Sturm, Evans, and Mayor V. Sturm.

ABSENT: Trustee Pell.

OTHERS PRESENT: Administrator Farrar, Town Clerk/Treasurer Phillips, and Marshal Appelhanz.

CONTINUED DISCUSSION AND POSSIBLE DECISION ON THE EMPLOYEE HANDBOOK

Admin. Farrar explained that the Board discussed the Handbook at their previous work session on February 20, 2018. He provided for the Board's meeting packet a Town of Collbran Employee Handbook with the changes highlighted and which have been reviewed by the Town Attorney. He noted that during the previous work session, two additional changes were suggested. He said the first change is a general statement that he recommends should also be reviewed by the Town Attorney as follows: "In the circumstance where the Marshal's Office's standard operating procedures (SOP) conflict with the Employee Handbook, the standard operating procedures shall prevail for law enforcement employees." He explained that this text may not be the exact language, but the intent is that the Marshal's Office SOP is the primary guiding document for law enforcement personnel, and would be augmented by the Employee Handbook.

Admin. Farrar mentioned that the second additional change is to be added to section 108 titled Use of the Town's Electronic Services, paragraph 2 (Right to Monitor). He said the second to last sentence would be changed as follows "The Town Administrator, or his/her designated **qualified** representative, is permitted to perform the review of Internet traffic." He mentioned the change adds the word "qualified" in between "designated" and "representative", to ensure the representative is properly trained, or a consultant, and/or someone who is technically competent and knowledgeable. He asked the Board for any questions or comments on the proposed modifications. There was no additional input.

MOTION: Trustee Evans moved to approve the Town of Collbran Employee Handbook with the highlighted changes, in addition to the two additions that were just added; seconded by Trustee P. Sturm.

ROLL CALL VOTE: 4 Yes votes – P. Sturm, Evans, Schowalter, and V. Sturm. 0 No votes.
Motion passed.

ADJOURN

MOTION: Trustee Evans moved to adjourn the Town of Collbran Board of Trustees Special Meeting of February 20, 2018; seconded by Trustee P. Sturm.

ROLL CALL VOTE: 4 Yes votes – Schowalter, Evans, P. Sturm, and V. Sturm. 0 No votes.
Motion passed.

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The Special Meeting of February 20, 2018 adjourned at 5:59pm.



Approved



Attest

