

## Spokane County Fire District #5 February 21, 2008 Special Meeting Minutes

Members present: Jim Ryan, Sheri Rhoads, and Todd Lehman

District Administrator: Carol Harrington

No guests present.

Time Meeting began: 1:00pm

1. Development Requirements Policy: Discussed striking next to last sentence, "...fire district will maintain water level..." Also strike the word "association" and leave it with the homeowners and/or developers for liability. Discussed how homeowners in a group might become aware of these requirements; our policy had to be filed with the final plat at the Spokane County Engineer's office once we gave them a copy; from there the parcel owner's would receive this kind of information from the county, the developer, and/or a real estate agent.
  
2. Procedure for Adding Volunteers Policy: Move last paragraph containing the signature on the Physical Agility Test to the top of the page. Change line on first page from "exams" to "physical agility test."
  
3. Organization Policy: Reviewed draft of policy with all the job descriptions contained within it. Sheri now thinks it is too long and wants them separated somehow. If we think about what the actual purpose of having an organization policy is, it seems better without the additional pages and pages of job descriptions. Board members still thought it should be referred to in some way. Maybe they could be attachments at the end of the policy. We should also take out the bullets for the Chief's role and make it a separate document so the Chief would have his own job description just like the other officers. We also need to refine and work on the EMS Coordinator job description and attach it to the end. Carol will draft another copy as well as type up a draft of a Fire Chief's job description and have Kjell look at it for his input.

Next special meeting will take place on March 6, 2008 at 1:00p.m. We will review Infectious Disease/Hep B policy, Litigation Policy, Records Policy, and the Organization Policy.  
Adjourned at 2:50p.m.

---

Spokane County Fire District5 Chairman

---

Spokane County Fire District5 Commissioner

---

Spokane County Fire District5 Commissioner

---

*Attest:* Spokane County Fire District 5 District Administrator