

## **Spokane County Fire District #5 March 6, 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. Organization Policy: SCFD3 and 4 have no written policy regarding non-fire personnel riding in a district or chief's vehicle to a non-emergency fire district function. They use their best judgment and follow their insurance policy. Regarding our insurance policy, our representative, Jody Cornwall, said it is best to not allow any non-fire personnel in vehicles for any reason. The board decided to revert or keep the current language in place. We still do not have a Chief's, EMS Coord., or Communications Manager job description; since those are part of the policy, we will have to wait for those before approval. Carol will work with Kjell on that.
2. Litigation Policy: It was approved July 2006 and is still good as written; no changes.
3. Public Records Policy: No changes needed.
4. Infectious Disease Policy: No changes needed.

Discussed EMS Coord. job description, especially the first bullet under "Duties and Responsibilities."

Adjourned at 1:45p.m.

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Spokane County Fire District 5 Chairman

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Spokane County Fire District 5 Commissioner

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Spokane County Fire District 5 Commissioner

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*Attest:* Spokane County Fire District 5 District Administrator