

Spokane County Fire District #5
February 1, 2010 Special Meeting Minutes

Members Present: Todd Lehman, Gary Pietz, and Larry Wendlandt

District Secretary: Carol Harrington

Fire Chief: Ron Wood

Time Meeting Began: 1:32p.m.

1. **Executive Session** for reason “g” to review an employee’s performance. Went into session in the bay at 1:32 with all board members, Marv Davis, Ron Wood and Jim Hansen. At 1:53p.m. Todd requested an extension until 2:03p.m.
 - At approximately 1:45p.m. Jim Hansen came from the bay area, threw some papers across the table and went out the door. He then returned less than a minute later and dropped some gear and communications equipment on the floor and table.
 - The executive session ended at 2:00p.m. and regular session began again.
 - Larry moved to take the letter out of Ron Wood’s personnel file regarding insubordination and the time clock; Gary seconded. Todd called for all approved, Todd and Larry approve the motion, Gary is opposed. Carol was instructed to remove the letter and shred it.

2. **Organization Policy and Job Descriptions Review:**
 - Larry asked if we need all these **job descriptions** . Ron said yes. The training lieutenants were Dan Patterson and John VanSant originally but those positions are now shared by the officers that remain. Ron said he does need to fill those positions but that currently all the officers are sharing that responsibility and it is working well at this time. The Safety Lt. and St52 Captain positions are filled by Bill Leonard now. Gary and Ron discussed how points can be taken away from the volunteers each time the officers are awarded points for these meetings. Ron asked Gary are you saying we shouldn’t have officer meetings. Gary said no, but do we need all those officers. Can’t we condense some of those jobs? Ron said no. Larry needs to know why each station needs a Lt. Shouldn’t there be one EMS, one Training Lt. for the district. Ron said it is better to know he can contact that team member responding from that station regarding that station’s equipment etc. All that is needed at each station is kept there and there is a go to person at each station now. Larry said he could understand that. Gary asked why the St Captain, EMS Coordinator and the Chief need to all be checking the same things; isn’t that overkill. Carol said that at one time the EMT Coordinator was to ensure a kind of check and balance with the supplies and other essentials for safety reasons. Gary said okay, but if these things are not being done then what good is the system. The board is ultimately responsible to see that things get done. Carol explained how the job descriptions were originally intended for clarification and accountability. Gary said that maybe we are asking too much. Ron said the EMS Coordinator, Rod, is key and definitely necessary. Gary said but the job description is not being followed and if it were we wouldn’t have missed EMS bag checks. The chain of command was discussed. Carol handed everyone a copy of a draft Kjell originally made up for the chain of command a couple of years ago. Larry asked if the Station Captain couldn’t take on the roll of Safety Lt. Ron said yes, that is how it is now at St52. Larry asked if Training Lt. could be shared as it is now. Ron said yes and mentioned that a Training Lt. has to be an EMT. Larry said it could go like this: Fire Chief, Station Captain, EMS Coord., Station EMS Lt., and FF/EMT’s.
 - **Organization Policy:** (Note: the date of the policy reviewed 6/26/2006 near bottom of page) Changes were marked on the 2/25/2008 draft.
 1. On page 2 the term “administrator” is used but the job description says “secretary.” There is only one position Carol fills and we should use one term. Change the term to “secretary.” Change Part 1 Sect. 5 to read like the 2/25/2008 draft version.
 2. Part 2 Sect. 2 is basically the job description of the Chief; do we need both? No because Part 2 Sect. 1 on the 2008 draft states that “Job descriptions are attached.”
 3. Part 3 Sect. 1 change EVAP to EVIP per Ron.
 4. Part 3 Sect. 5 omit last sentence “Civilians may...district functions.”
 5. Part 3 Sect. 6 omit “and common sense.”
 6. Part 3 Sect. 12 after “shall be documented” insert “by each party”.

7. New section Part 3 Sect. 13: “Before disciplinary action is taken, the Board, the Chief and member will meet to review circumstances as well as define the disciplinary action and expectations. Any disciplinary action taken against a member shall be documented and the member shall be notified within five business days. The member shall have up to one year (per RCW 49.12.250) to attach his/her comments after the document has been place in his/her personnel file.
8. Part 3 Section 14: After “20% is required...” add “Accrued 520 time may be considered in lieu of calls.”
9. Part 3 Sect. 14 after “alarms as possible...” insert “a minimum of 20% is required.” And after “review by the officers” insert “and Board.” Part 3 Sect. 14 the term “current” was discussed and may be discussed later for changes.

Call response and attendance to training was discussed at length as was a monthly call review and keeping track of where people were if they did not respond to a call. All board members and Ron agreed to review calls monthly. Ron said he could do it at a training meeting and then give a report at the monthly board meetings. Part 3 Sect. 14 on the 2008 draft was discussed regarding military or sick leave. Personnel obtaining training materials for training they had missed was discussed. Standby time and its definition were discussed. Standby 520 time must be arranged by the Fire Chief.

Carol had to leave at 4:00p.m. Todd said that was fine, they would take notes.

There was no other business.
The meeting adjourned at 4:32p.m.

Spokane County Fire District5 Chairman

Spokane County Fire Dist rict 5 Commissioner

Spokane County Fire District5 Commissioner

Attest: Spokane County Fire District 5 District Administrator