

**SPOKANE COUNTY FIRE DISTRICT 5
SPECIAL MEETING MINUTES
May 13, 2013; 3:00p.m. District Office
17217 W. Four Mound Rd., Nine Mile Falls**

Members Present: Gary Pietz, Larry Wendlandt and Isla Durheim.

District Secretary: Carol Harrington

Time Meeting Began: 3:00p.m.

1. Review/Approve District Policies

The board reviewed, discussed and approved the following policies:

- Purchasing Policy
- Interview Policy
- Use of District Resources Policy
- Discrimination/Harassment Policy

Isla made a motion to approve the Purchasing Policy, Interview Policy, Use of District Resources Policy and the Discrimination/Harassment Policy as revised; Larry seconded the motion and the policies were unanimously approved. Carol will make sure all volunteers receive a copy of the new policies with a signature page per board direction.

The board unanimously approved the following resolutions:

- Resolution 2013-01: Declaring Certain Property Surplus to the Needs of the District (1975 Amer LaFrance E51 and 1994 Freightliner Tender 51)
- Resolution 2013-02: To Determine Authorized Amount in Petty Checking Account (\$500)
- Resolution 2013-03: Adopting Policy and Procedure for Credit Card Use

Board went into executive session for to review an employee's performance at 4:40p.m. for 20 minutes.

Board extended the executive session for 30 minutes.

Board went back into regular session at 5:30p.m.

There was no other business.

The special meeting adjourned at 5:30p.m.

Spokane County Fire District 5 Chairman

Spokane County Fire District 5 Commissioner

Spokane County Fire District 5 Commissioner

Attest: Spokane County Fire District 5 Secretary