

**Minutes of the  
Southwestern Special Service District Work Meeting**  
held on  
Wednesday, February 25, 2015, 7 pm  
At the Winchester Hills Fire Station  
Winchester Hills, Utah

I. Call to Order

Present: John Cazier, Roland Smith, Cheryl Christensen, Jaron Hunt;  
Chief Brent Theobald and Chief Don Christensen.  
Members of the public as shown on sign-in sheet.

Invocation by John Cazier  
Pledge of Allegiance led by Jaron Hunt

II. Business:

A. Discussion of proposed SWSSD Policy and Procedures Manual

Chief Theobald provided a draft of a policies and procedures manual. Jaron explained that this draft is the one provided by Cheryl, which she took from the state association website. He and Chief Theobald went through the draft and changed anything that needed to be changed to apply to fire districts and took out things that did not apply.

The Board members decided to go through the draft, page by page and make any changes desired. The Clerk was assigned to make any changes and corrections during the review and the Clerk's copy would be the working copy for future consideration.

Discussed issues related to the definition of an employee versus a volunteer and decided to do further research on that section of the proposed document.

The Board reviewed nearly nine pages of the draft.

Motion to adjourn by Roland, seconded by John, approved unanimously.