

**Board of Fire Commissioners
Spokane County Fire Protection District 10
929 South Garfield Road
Airway Heights WA 99004
BOARD MEETING MINUTES**

December 5, 2023

5:00pm

Commissioner Mericle called the meeting to order at 5:00pm.

Present

Commissioners Scott Mericle, Kevin Haughton and Gordon Hester, Chief Ken Johnson; Deputy Chief Don Malone; Deputy Chief Andres Steevens; and Administrative Director Peggy Callahan.

Approval of the Agenda

Agenda was approved as mailed.

Approval of the Minutes

Minutes from November 7, 2023 meetings were approved as mailed.

Correspondence

None

Financial Report

AP Warrants 13834 – 13853 totaling \$54,043.22 were approved. AP EFT/ACH totaling \$393,078.16 was approved. Payroll Warrant 808249 totaling \$8,324.920 was approved. PR DD/EFT/ACH totaling \$204,383.08 were approved. October bank statement was reviewed.

Chief's Report

- Status of Recruit School class of 2023-2
- Discussions of Surplus equipment (Bus, A10-5) Initiative 5
- Remodel of Station 10-5
- New furnace at 10-3
- Ladder testing occurring in December
- Wittig, Shoe, and Rillera are off probation on 11/28
- Lt Position for prevention will be filled after the first of the year, after a testing process
- Shop with a first responder event on 12/14
- Nominations for FDIC
- Firefighter Pitts created an AED replacement plan. Looking at grant funding
- Annual Training Plan
- Newsletter for Winter
- FAFB P4 Project
- AAR of the Gray Rd and Oregon Fire is set for December 13th, hosted by DEM.
- January 11th Annual Banquet Meeting for the Spokane County Fire Commissioners

- SREC- Future Location Change
- 10th Street project next to Station
- Concept of using lanes (Eagle Lane) in large facilities like Northern Quest
- 3 RV Fires, people living in them, overloading
- DEM funding for Active Shooter equipment for first responders
- Euclid Bridge is now open

Strategic Planning Updates

- Firefighter Rillera and Ziemer attended leadership training- Initiative 3 Training Opportunities
- Firefighter Wittig attended Fire Investigation training- Initiative 3
- Need to schedule a time with SREC GIS to revisit Initiative 6 Planning
- Lunches for members on December 19, 20 and 21- Initiative 4 Leadership and Morale

Old Business

1. Roundtable Meeting Follow Up – DC Malone reported on Maintenance Department activities including (1) Ladder Testing scheduled for this month; (2) DOT inspections being completed; (3) ongoing maintenance of facilities and apparatus
2. Strategic Plan Timeline Update – see Chief's notes.

New Business

1. Facilities/Apparatus Technician Job Description – Deputy Chief Malone presented a new job description for Facility/Apparatus Maintenance position. Discussion followed. Commissioner Hester made a motion to approve the agreement as presented; seconded by Commissioner Haughton. Motion carried.
2. Assistant Chief Job Description –Chief Johnson presented a new job description for Assistant Chief position. Discussion followed. Commissioner Hester made a motion to approve the agreement as presented; seconded by Commissioner Haughton. Motion carried.
3. Spokane County Easement – Chief Johnson presented an easement proposal from Spokane County to purchase part of the property at Station 10-4 in order for Spokane County to do work on the land. Discussion followed with Spokane County. Commissioner Hester motion to approve the easement as presented; seconded by Commissioner Haughton. Motion carried.
4. SOP 300.01 Organizational Structure – DC Malone presented an updated SOP for the department's organization structure to include the new Assistant Chief Role. Commissioner Haughton made a motion to approve the SOP as presented; seconded by Commissioner Hester. Motion carried.

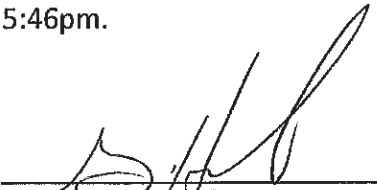
5. SOP 301.01 Mission, Vision & Value Statements – DC Malone presented an updated SOP for the department's Mission, Vision & Value Statements to reflect changes from the Strategic Plan. Commissioner Haughton made a motion to approve the SOP as presented; seconded by Commissioner Hester. Motion carried
6. Interlocal Agreement with City of Spokane – Chief Johnson presented an updated interlocal agreement with the City of Spokane for the Palisades Park area. The provision agreement expires this year. Discussion followed. Commissioner Hester made a motion to approve the agreement as presented; seconded by Commissioner Haughton. Motion carried.

Public Comment – Commissioner Mericle opened the meeting to public comment.

Adjournment

The next regular meeting will be January 2, 2024, at 5pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 5:46pm.



Scott Mericle, Commissioner
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