

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

May 7, 2024

5:00pm

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

**Present**

Commissioners Kevin Houghton and Gordon Hester, Deputy Chief Don Malone; Deputy Chief Andres Steevens; Deputy Chief Nick Henry and Administrative Director Peggy Callahan. Commissioner Mericle had an excused absence.

**Approval of the Agenda**

Agenda was approved as mailed.

**Consent Agenda**

Minutes from April 2, April 9 and April 23, 2024, meetings were approved as mailed.  
Approval of Warrants/EFTs/ACHs processed 04/01/2024 through 04/30/2024 were approved.

**Chief's Report –**

Chiefs Notes	5/7/2024
Call volume	
YTD	506
April 2024	116 compared to last April of 137. Mainly due to wildland
incidents	
EMS	76 - 4 of them were echo
	MVA- 17, 2 of them were extrication
	HazMat- 5

Required staff meeting with all career members- All about expectations and direction of the department

- Good to Great kick-off
- Where we are and where we are going
- On stage, off stage
- Volunteers and our agency and how important it is to work as one
- Succession planning, mentoring, quarterly one on one
- Quarterly required meeting
- Importance of 10-2 staffing
- Rumors and working as a team
- Chain of Command
- Hired and onboarded Kollen Pitts into a Firefighter role

- Posted Lt and DC of Training position. Closed last Friday
    - Currently reviewing the applications
    - Process on 5-22 and 5-23
  - Visits of Palisades Christian Academy for prevention activities & firehouse
  - Wildland ready community event
  - Inspections underway
  - Working to get committee members for new station 10-2 outlook
- Am going to have the apparatus committee look into having an attack at 10-2 as the primary engine due to maintenance costs and mostly hydrant area
- AMR contract negotiations are going on currently
  - The outlook for wildland season is that it will be a busy one

- Assistant Chief Steevens:
  - Recruit Academy Graduation will be held on June 13<sup>th</sup>
  - Working on Wildland training
  - Support Services wildland training will be held on May 18<sup>th</sup>
  - D10 will attend a SkyFest preparatory event on May 22<sup>nd</sup>
  - LT and Deputy Chief new hire process will be on May 22 and 23
- Deputy Chief Henry:
  - Water testing being done to check on PFAS and PFOA levels. Stations 10-3 and 10-4 levels are non-detectable. A water system will be installed at Station 10-5.
  - Preparing equipment for wildland season
  - Reprogramming radios
  - New Maintenance Technician is doing a great job
  - Lt Jimno working on inventorying/purchasing gear and clothing for staff and volunteers
  - FF Wittig working on Public Education presentations
  - Interim LT Scharff working on inspections for businesses in our district

### Old Business

1. Roundtable Meeting Follow Up – FF Laragione reported on Sunset Volunteer Firefighter Association Activities including a successful banquet held on March 18<sup>th</sup>, plans to have recruitment booths at Skyfest and Hoopfest, recruiting members for the Battle of Badges with SCFD3.
2. Strategic Plan Timeline Update –
  - a. Levels of service/ will continue on staffing station 2 Finished up
  - b. All other short-term and mid-range plans have been completed
  - c. Working on long-term plans
  - d. By the end of the year/ Comprehensive master plan already in the works
  - e. Update on a quarterly basis from here on out

### **New Business**

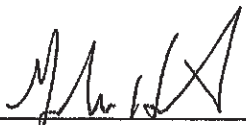
1. Resolution 25-01 – AD Callahan presented resolution 25-01 (signers to release warrants). Commissioner Hester made a motion to approve the resolution as presented; seconded by Commissioner Haughton. Motion carried.
2. Resolution 25-02 – AD Callahan presented resolution 25-02 (signers for warrants). Commissioner Haughton made a motion to approve the resolution as presented; seconded by Commissioner Hester. Motion carried.
3. Resolution 25-03 – AD Callahan presented resolution 25-03 (signers for warrant registers). Commissioner Haughton made a motion to approve the resolution as presented; seconded by Commissioner Hester. Motion carried.
4. SOP 405.03.1 Update – Vehicles and Equipment. Deputy Chief Henry presented SOP 405.03.1 to update list of staff who are authorized to take home district vehicles. Commissioner Haughton made a motion to approve the SOP as presented; seconded by Commissioner Hester. Motion carried.
5. SOP 702.01.3 Update – Incident Reports. Assistant Chief Steevens presented SOP 702.01.3 to update our policy on incident reports to reflect recent changes to reporting software. Commissioner Haughton made a motion to approve the SOP as presented; seconded by Commissioner Hester. Motion carried.
6. Bid Review Process – Commissioner Hester reviewed the bids that were received by the district for the grant funded project at Station 10-5. Commissioner Hester made a motion to notify the county that the amount of funds the district would be required to provide is beyond our fiscal capabilities and therefore we shall terminate our agreement with the county. Commissioner Haughton made a motion to approve the motion; seconded by Commissioner Hester. Motion carried.
  - a. Commissioner Hester also made motion to notify the vendors that provided bids that SCFD10 would not be proceeding with the project. Commissioner Haughton made a motion to approve the motion; Commissioner Hester seconded the motion. Motion carried.

**Public Comment** – Commissioner Hester opened the meeting to public comment.

### Adjournment

The next regular meeting will be June 4, 2024, at 5pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 5:27pm

  
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Gordon Hester, Commissioner  
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