

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

June 4, 2024

5:00pm

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

**Present**

Commissioners Gordon Hester, Kevin Haughton and Scott Mericle; Chief Don Malone; Assistant Chief Andres Steevens; Deputy Chief Nick Henry; Board Attorney Michelle Fossum and Administrative Director Peggy Callahan.

**Approval of the Agenda**

Agenda was approved as mailed.

**Pinning** – Regular board meeting was paused at 5pm for pinning of a new employee. Board meeting resumed at 5:10pm.

**Consent Agenda**

Minutes from May 7, 2024, meeting was approved as mailed.  
Approval of Warrants/EFTs/ACHs processed 0/01/2024 through 05/31/2024 were approved.

**Chief’s Report –**

**Call volume**

YTD	615 /681 last year at this time Down 10% ytd
May 2024	116 incidents
EMS	70
MVA	23
Fires	9
HazMat	2
Other types	12

-As you may know, Ron Cato passed away last week. Nick is working with the family on arrangements and the D10 part. Once he passed, Nick went to the location, stood by, and accompanied the body to the funeral home.

- Process for Deputy Chief completed with assessment center, which included panel interviews, tactical station, & HR. We had great applicants took 4 to the process. Conditional offer to Jon Hanke

Lt process: We had two qualified candidates, but the second one withdrew his name. The contract states that there has to be a competitive process. We are working on one consistent job description for the Lt process, and the position will be reposted.

In reference to station 10-2 relocation, SCFD3 said they would be interested in partnering with D10. We are currently working on a committee and will possibly approach the Upper Columbia Conference Center.

Last year, we approved changing our attack lines to low-pressure hose. We received a grant for half of it and budgeted for the balance. This helps with wear and tear on our engines due to much lower pump pressure and firefighter fatigue. The balance of the hose is ordered.

I asked the apparatus committee to look at alternatives to replacing the 10-2 engine with an attack. One of the big challenges right now is maintaining our engines due to weight and wear and tear. An attack-type engine in the station 2 area would allow for a multi-use engine in a mainly hydranted area.

- Received notification from the DOE website that we were awarded a 100k grant for the replacement of the air compressor on Support 10-4

- Meeting with Chief O'Berg from the city this week in reference to mutual and auto aid.

- Public Education- Edith trailer at Palisades Christian School and Great Northern.

- Leadership classes this month- Sayers & Skinner L380 class. After forty hours of class each, Gibby went to the West Coast Leadership Conference, Skinner to the CEPA Conference @ Upper Columbia Conference Center. **Total of 96 hours of leadership training this month**

- All radio programming was complete

- Air packs were fitted with a universal buddy breathing system

- Air Force Training offsite with FAFB, SCFD3, Spokane Fire, SCFD4. Preparing for air show this month.

- Incident Management Team Workshop. Wildland outlook is predicting a slightly above-average fire season.

- The Ambulance Service Board has a draft contract to start negotiations with AMR.

Thank Nick and Dre for their long hours this month. We all picked up Ken's shifts and covered for previously planned vacations. So, it was difficult to work around and change up schedules.

A very busy month overall for the department.

### **Old Business**

#### **1. Potential Action Item – Employee Discipline**

Executive Session – Per RCW 42.30.110(1)(f) To receive and evaluate complaints brought against a public officer or employee and (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions. Commissioner Hester took the board into executive session at 5:20pm for 30 minutes. Other participants included Chief Malone, Assistant Chief Steevens and Attorney Fossum.

5:50pm – executive session extended for 10 minutes.

6:00pm – regular meeting resumed

No action taken on Old Business #1.

## **New Business**

1. Budget Amendment – AD Callahan presented a budget amendment to reduce the overall budget by \$900,000 due to the board’s decision to cancel the ARPA contract with Spokane County; Commissioner Haughton made a motion to approve the resolution as presented; seconded by Commissioner Mericle. Motion carried.
2. SOP 300.01.2 Organization Structure –AC Steevens presented proposed revisions to SOP 300.01.2 (Organizational Structure). These revisions update the SOP to current description of the district. Commissioner Hester made a motion to approve the SOP as presented; seconded by Commissioner Mericle. Motion carried.
3. SOP 310.11 Explorer Program –AC Steevens presented proposed archiving SOP 310.11 (Explorer Program). The district has not had an explorer program for more than 12 years and doesn’t have an intention of starting up an explorer program. Commissioner Haughton made a motion to approve the SOP as presented; seconded by Commissioner Hester. Motion carried.
4. SOP 402.05.1 Shift Trades. AC Steevens presented SOP 402.05.1 (Shift trades). These revisions update the current SOP to reflect current practice. Commission Haughton made a motion to approve the SOP as presented; seconded by Commission Hester. Motion carried.
5. SOP 501.01.1 BVFF Medical Coverage and Benefits. Assistant Chief Steevens presented SOP 501.01.1 to update our policy on payments for volunteer pension. Commissioner Hester made a motion to approve the SOP as presented; seconded by Commissioner Mericle. Motion carried.
6. SOP 702.02.4 Medical Incident Reports. Assistant Chief Steevens presented SOP 702.02.4 to update our policy to reflect current practice and use of ESO reporting software for medical incidents. Paper copies will be used for backup. Commissioner Hester made a motion to approve the SOP as presented; seconded by Commissioner Mericle. Motion carried.
7. Union Grievance – Commissioner Hester reviewed the grievance filed by Local 5440 and upheld the denial of the grievance previously issued by Administration.
8. Station 10-1 Kitchen Remodel – DC Henry presented architectural drawings and a cost breakdown to remodel the kitchen at Station 10-1. The cost breakdown came in \$12K higher than originally budgeted. DC Henry requested that the board approve the additional \$12K expenditure to remodel the kitchen. Commissioner Haughton made a motion to approve the additional expenditure; seconded by Commissioner Mericle. Motion carried.

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

**Adjournment**

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

There being no further business to come before the Commission the meeting was adjourned at 6:06pm

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Gordon Hester, Commissioner  
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