

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

October 7, 2025

5:00 pm

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

**Present**

Commissioner Gordon Hester, Commissioner Kevin Haughton, Commissioner Evan Lutz, Chief Don Malone, Assistant Chief Andres Steevens, Deputy Chief Nick Henry, and Administrative Director Christine Simmons.

**Approval of the Agenda**

The agenda was approved as mailed.

**Consent Agenda**

Minutes from the September 2, 2025, meeting were approved as mailed.

Approval of Warrants, EFTs, and ACH payments processed 09/01/2025 through 09/30/2025 was approved.

**Executive Session**

Legal counsel was not present; therefore, the Executive Session did not occur.

**Chief's Report**

**Board of Fire Commissioners Meeting**

**Call Volume – September 2025**

Total Calls in September: 145

Year-to-Date Calls: 1,353 (Tracking 8% year over year)

**Breakdown:**

- EMS: 95
- Fires: 28 (including 12 Wildland Fires)
- Motor Vehicle Accidents (MVA): 10
- Other Calls: 12

**Personnel Updates & Training**

- Lieutenant vacancy being reposted
- Admin Asst. not returning from medical leave
- One-on-one meetings completed with career staff
- Commissioners Conference scheduled for October 22–25.
- 9/11 Event at Station 10-1 to honor the day

**Operations & Strategic Initiatives**

- Station 2 update — Working with D3 to get a final answer on the Joint venture for budgeting purposes
- SWOT analysis completed for each department

- Strategic planning survey results from citizens, members, and commissioners have been completed. Results are being used as part of the strategic planning process.
- Quarter 3 budget numbers in. 58.48% of the budget. No additional major expenses expected
- Working on preliminary numbers for next year's budget
- Attended a mandatory meeting with DEM, which makes us eligible for federal grants
- SREC (Dispatch fees) projected numbers changed from higher to lower for next year.
- STA projected bus stop in front of the station put on hold
- Pump testing completed in September (1 tender & Attack 10-5 failed initial), repairs completed.
- Hosted Rosenbauer event at St 10-1 (Power tour)
- Christine attended two trainings. Municipalities Bootcamp w/Enduris & Vision Conference, NFA Youth Firesetting Class (Henry), Fire Inspector II (Wittig)

#### Facility & Infrastructure Updates

Meeting with STA executives to discuss the bus stop in front of Station 10-1. A decision was made not to have a stop in front of the station at this time.

#### Department Expectations

- Embrace a mindset of moving from good to great.
- Reinforce high standards, accountability, and professional growth throughout the organization.

#### New Business

1. SOP 502.03 Sick Leave revisions presented by Chief Malone. Commissioner Lutz made a motion to approve the SOP as presented; seconded by Commissioner Houghton. Motion carried.
2. SOP 502.05.4 Vacation Leave revisions presented by Chief Malone. Commissioner Lutz made a motion to approve the SOP as presented; seconded by Commissioner Houghton. Motion carried.
3. SREC – Commissioner Houghton stated the discussion wasn't needed as it was addressed during the Chief's Report.

#### Old Business

#### Public Comment

#### Adjournment

The next regular meeting will be held on November 4, 2025, at 5:00 p.m. at Station 10-1.

There being no further business to come before the Commission, the meeting was adjourned at 5:30 pm.



Gordon Hester, Commissioner

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