



## Grant County Fire District No. 8

20643 Rd 22.5 SW  
Mattawa, WA 99349  
(509) 932-4777  
Fax (509) 932-4747

### Board of Commissioner Regular Meeting Minutes

The regular meeting of the Board of Fire Commissioners of Grant County Fire Protection District No. 8 was held on January 10, 2023. The meeting was held in person and via Zoom. Information for the public to participate was posted on our website and on the door of the main station. The meeting was recorded by Zoom.

The meeting was called to order at 16:00 by Board Chair Scott Nesbit.

The Pledge of Allegiance was spoken.

Commissioners present: Scott Nesbit, Debra Crain, Paul Parker, and Russell Brixey. A quorum was established. Commissioner Richard Kummer called in sick at about 15:00 today. A motion was made to excuse Commissioner Kummer's absence. **Motion: Crain. Second: Brixey. Motion approved unanimously.**

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, Office Assistant Brenda Nolasco. Davis introduced Brenda to the Board.

There were no members of the public to welcomed and invited to comment.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Parker. Second: Crain. Motion approved unanimously.**

**Election of Chair and Vice Chair:** Commissioner Nesbit opened nominations for Board Chair. Commissioner Parker nominated Commissioner Crain and she accepted the nomination. There were no other nominations so Commissioner Nesbit closed nominations. A vote was called in favor of electing Commissioner Crain as Board Chair. Three ayes in favor and one abstention. Commissioner Nesbit opened nominations for Board Vice Chair. Commissioner Crain nominated Commissioner Parker and he accepted the nomination. There were no other nominations so Commissioner Nesbit closed nominations. A vote was called in favor of electing Commissioner Parker as Board Vice Chair. Three ayes in favor and one abstention. Congratulations were extended to the new Board Chair and Vice Chair. Commissioner Nesbit handed the gavel to Commissioner Crain and she continued to the next agenda item.

The Consent Agenda with Vouchers, Payroll, and Transactions was reviewed. Review and Approve Vouchers, Payroll, and Transactions: Vouchers were audited and certified by the auditing officer as required by RCW 42.24.080, and those expenses reimbursed claims certified as required by RCW 42.24.090, having been recorded on a listing that had been made available to the Board. Davis noted that Chief noticed an additional invoice that needed to be approved after he finished the initial batch. Davis included his review of that invoice and the new totals for expenditures. A motion was made to approve the Consent Agenda as presented. **Motion: Brixey. Second: Nesbit. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Chief reviewed this written report.

Call volume in December: 80 calls - EMS 66, Fire 14 and the year ended with 702 calls and last year was 612. There was discussion on call volume. Chief stated that he is planning a public

education campaign on 911 vis non-emergency calls. There was more discussion on this and the Community Assistance Program.

Chief reported on apparatus repairs and modifications to BR 819, A899, and C801 and gave updates on the ladder and new engine. Chief asked the Board if they thought we should have “eyes on” it before it gets delivered. The consensus was to have a video call to review repaired items rather than travel to Georgia again. He stated the snow plow arrived last Friday. He updated the Board on personnel with one open full-time position and stated the testing date would be the 20<sup>th</sup> of this month. He stated that one resident dropped out and we are accepting applications for that position as well. He stated the EMT class will start tonight here at the main station and there are nine people taking it. Chief reported on facilities and stated he met with realtor, Josh Seanard, about the DA house Josh is getting photos and videos and the house will be listed next month. He said Josh was suggesting a listing price around \$400,000. Commissioner Crain asked if we needed to do another appraisal. There was discussion on this and it was decided not to do one since one would be done during the purchasing process. Chief said he and nothing further. Commissioner Nesbit asked Chief if he would be at the Desert Aire Owners meeting regarding fireworks in the park and Chief said he would be there. There was discussion on this topic. There were no further questions.

**Business Manager/District Secretary’s Report:** Secretary Davis reviewed her written report then discussed the available financial reports. Davis reported the Office Assistant, Brenda Nolasco, started on the 3<sup>rd</sup> and she was working with her and Chief on records management and public education. Davis gave a personal health update and stated that her doctor recommended a full hip replacement. She stated she was working on getting medical clearance documents and the surgery would be scheduled about three months after clearances were completed. Recovery time is six weeks. There was discussion on planning for her absence. She had nothing further and there were no questions.

**Unfinished Business:**

1. Policy Reviews and Updates – none
2. Strategic Planning Workshop – There was discussion on when to have the Strategic Planning Workshop in February. It was decided to hold it Wednesday, February 15, 2023 at 16:00 for about two hours.
  - a. Facilities Updates – Chief reported that he got a project quote for the storage bays from Architects West and it was cost prohibitive. There was discussion on the direction to take and options.
  - b. Apparatus Updates – Chief reported updates in his Chief’s report.
  - c. Staffing Plan – This topic will be discussed at the February 15, 2023 meeting.

**New Business:**

1. Resolution 2023-001 – Participation in PERS (Public Employee’s Retirement System) – Davis stated she had discussions with DRS and learned we were not enrolled in PERS. PERS is the retirement program that Nolasco should be enrolled in. A motion was made to approve Resolution 2023-001 – Participation in PERS. **Motion: Nesbit. Second: Brixey. Motion approved unanimously.** The Board signed the resolution.
2. Resolution 2021-001 – Establish Service Charges and Fees – Revise Schedule A (Ambulance Billing Rates) and Schedule C (First Aid and CPR Training Fees) – Davis presented the revised Schedule A and a cost analysis for EMS calls. She discussed the increase in training material

costs for first aid and CPR classes as well. There was discussion on the topics. A motion was made to approve the revised Schedule A and C in Resolution 2021-001 – Establish Service Charges and Fees. **Motion: Nesbit. Second: Brixey. Motion approved unanimously.**


**Additional Business:** Davis shared an article from the WFOA Fireline Newsletter regarding volunteer programs in Washington State. She stated that a revision to the policy and procedure is needed due to the number of shifts allowed per month. There was discussion and Davis was directed to bring the updated policy and procedure to the next meeting.

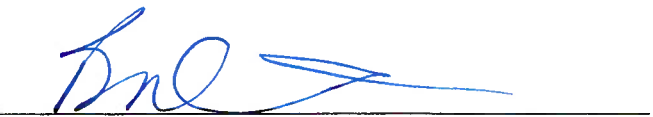
Commissioner Crain asked if there was a need for an Executive Session. Chief requested ten (10) minutes to discuss the qualifications of a volunteer applicant. Commissioner Crain announced that the Board would go into Executive Session for ten minutes per RCW 42.30.110(1)(g) to discuss qualifications of a volunteer applicant. Executive Session from 17:23 to 17:33. No decisions were made. The regular meeting resumed at 17:33.

**Announcements & Upcoming Events**

1. Next regular meeting: February 14, 2023 at 16:00 via Zoom and in person. Commissioner Nesbit stated he would be absent.
2. Strategic Planning Workshop: February 15, 2023 at 16:00 via Zoom and in person

There being no further business before the Board, the meeting was adjourned at 17:34 hours.

  
Board Chair

  
District Secretary

2-14-23  
Date

2/14/2023  
Date

