



**Grant County Fire District No. 8**

PO Box 1728  
510 E Government Road  
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 February 9, 2021. Gubernatorial Proclamation 20-28 regarding open public meetings act and public records act prohibited 100% in person meetings. This meeting was virtual, telephonic, and in person in compliance with the proclamation. The meeting was held via Zoom and information for the public to participate was posted on our website and on the door of the main station on November 4, 2020. 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, Richard Kummer, and Russell Brixey. A quorum was established.

Others present: Chief David Patterson, District Secretary Barbara Davis

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

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

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. District Secretary Davis stated the draft minutes from last Friday's special meeting were not completed, so not included in the consent agenda. Commission Parker pointed out typos in the Chief's report. A motion was made to approve the Consent Agenda as presented with corrections noted. **Motion: Crain. Second: Kummer. Motion approved unanimously.** The documents were signed by the Board in the days after the meeting.

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

1. Call Volume – January had 5 fire calls and 39 EMS calls for a total of 44 calls for the month. There were 41 calls in January last year.
2. Medical Procedure – Chief reported that he will be undergoing a medical procedure on Friday, February 19, 2021 and would be taking the following two weeks off to recover. He stated that he would be able to monitor his emails and take urgent phone calls during that time, but he would not be in the office. There was discussion on the procedure and operations plan for his time off.

Chief stated he had nothing further and unless there were questions.

**Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report.

1. Financial reports were reviewed. There were no questions or comments.

2. Springbrook Software – Davis reported that the modules are still being converted, but she had access to the timesheet function and was starting to use it for payroll. She explained the revised procedure and Chief's final approvals before time is exported into the payroll module.
3. Executive Recruitment – Davis reported that Commissioner Nesbit signed the Prothman Company contract yesterday and they were working on the job posting. She stated that a revised job description was needed along with a salary range. She also stated that the recruiter would like to hold interviews with the Board members on Thursday, February 18, 2021. There was discussion on the recruitment process.
4. Vacation – Davis stated she would be on vacation the week of February 22, but available for calls if needed.

Davis stated she had nothing further. Commissioner Parker asked about the total cost of the audit and Davis stated it was about \$9,000, which was what was quoted. There were no other questions.

### ***Unfinished Business:***

1. Facilities –
  - a. Station Report
    - i. Progress Report – Chief reviewed the current progress and offered tours of the interior to the Board. He reported that work has started on the monument and the half-track would be moved to the site so it can be placed once the spot is ready for it. He stated that changes were made to the landscaping plan to remove some of the trees and add turf around the monument. There was discussion about the project.
    - ii. Budget Report – Davis provided a cost status report for the project.
2. Grants –
  - a. FEMA AFG Apparatus Replacement Grant – Chief reported that he and Davis worked with the grant writer to submit the application last Thursday. It could be several months before FEMA begins making awards.
3. Policy Reviews and Updates –
  - a. Davis presented the revised Fire Chief's job description and discussed where the changes were made. There was discussion on the details. Commissioner Kummer made a motion to table the policy until March. There was no second. Commissioner Nesbit stated that the recruiter needed the updated job description for the recruitment process and urged the Board to approve it. There was discussion on the changes. The Board agreed that the Fire Chief should live within the District and directed Davis to make the change. A motion was made to approve POL 4.1.1 Fire Chief Job Description with changes as noted. **Motion: Parker. Second: Crain. Motion approved 4 Ayes, 0 Nays, 1 Abstain.** Davis was directed to finalize the policy and forward it to the recruiter.
  - b. Davis presented a new policy for cost recovery billing. There was discussion on the details. A motion was made to approve POL 5.2.4 Cost Recovery Billing as presented. **Motion: Kummer. Second: Parker. Motion approved unanimously.**

There were no additional unfinished business items.

***New Business:*** None


***Additional Business:*** None

Commissioner Nesbit asked if there was a need for an Executive Session and there were none.

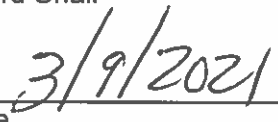
**Announcements & Upcoming Events**

1. Next meeting: March 9, 2021 at 16:00 via Zoom.
2. Chief Patterson would be out on Medical leave from February 19, 2021 to March 5, 2021.
3. District Secretary Davis would be out on vacation from February 22, 2021 to February 26, 2021.

There being no further business before the Board, the meeting was adjourned at 16:49 hours.

  
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Board Chair

  
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District Secretary

  
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Date

  
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Date