



Grant County Fire District No. 8

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Mattawa, WA 99349

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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 13, 2024. 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 Russell Brixey.

The Pledge of Allegiance was spoken.

Commissioners present: Russell Brixey, Scott Nesbit, Paul Parker, Debra Crain, and Richard Kummer via Zoom. A quorum was established.

Others present: Chief Matt Hyndman, 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: Nesbit. 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. Davis stated that she added an invoice from the building engineer per Chief in the amount of \$4,800 and the new expense total was \$191,390.87. Commissioner Parker asked about the Lucas device purchase and Chief explained that it was part of the ARPA grant from the County. Commissioner Parker asked about the wrecker and Chief explained. A motion was made to approve the Consent Agenda as presented. **Motion: Nesbit. Second: Crain. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed this written report.

Call volume in January: 50 calls - EMS 41, Fire 8, there was a 19% increase over last January's call volume. Chief reported that all apparatus were receiving servicing. He stated that Tyler McCallum was hired for the open FF/EMT position. He reported that he passed his FF1 written test as well as the FF2 test and would do practicals in March. He stated that he planned to challenge the Instructor 1 test, then find a practical skills open test. He reported that he scheduled a Tech Rescue course in April at Station 81 and he was collecting names for the FF Conference in May in Wenatchee. He said this training was the best value for the cost. Chief reported on facilities repairs stating that the air compressor was repaired, but still having issues and that the HVAC was repaired again. He stated he had a meeting with the engineer about the shop yesterday and gave a brief update on the project. Chief reported that the AFG hose grant was submitted and we were awarded two of the DNR grants – for headsets for the brush trucks and fire shelters. He stated that we were working on the SAFER grant now. Commissioner Nesbit asked about the exterior lighting at Station 82. Chief reported that he has the replacement fixtures, but hadn't been able to install them yet. Commissioner Nesbit also stated that one of the "no parking" signs had fallen down.

Chief said he'd get the issues corrected right away. Chief said he and nothing further and there were no further questions.

- 1) **Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report then discussed the available financial reports. Commissioner Brixey asked about our relationship with Hanford Fire Department. There was discussion on the contract revision from a few years ago regarding ALS support as well as the general relationship. Davis reported that the 2020-2022 accountability audit had started with most records being submitted electronically. She stated a group of auditors would be here on 2/15/2024 to review some physical records. Davis stated that several Mattawa residents contacted Chief about not having the EMS Levy on their ballots. She researched the issue and discovered, per the Department of Revenue, that the process wasn't complete. The approved 2022 resolution to have the District voters approve the annexation was sent in, but not added to the ballot. She had emailed Brian Snure the details and asked him to advise us on correcting the problem. He produced a resolution for the April special election to be reviewed later in the meeting. There was much discussion on the topic. Davis shared the certified assessed valuation and levy rates from the County Assessor's office. She also shared that Chmelik, Sitkin, and Davis PS (CSD Attorneys at Law) have associated with Snure Law Offices. She stated the District has used both firms on different subjects. Davis added that she would be on vacation/working remotely next month from the 14th through the 22nd. She had nothing further and there were no questions.

Unfinished Business:

1. Policy Reviews and Updates: POL.5.1.2 Funds and Funds Management Policy – Davis presented the revised policy and stated that the sections changed were to change the "Payroll" account to the "ACH" account and add verbiage for the disbursement of approved accounts payable transactions electronically. A motion was made to approve POL.5.1.2 Funds and Funds Management Policy as presented. **Motion: Parker. Second: Nesbit. Motion approved unanimously.**
2. Strategic Planning Workshop – There was discussion on when to have the Strategic Planning Workshop and it was decided to have one on Tuesday, March 26, 2024, from 16:00 to 18:00. There was discussion on some of the elements.

New Business:

1. YCDEMS Administrative Interlocal Agreement – Davis presented the annual agreement and stated the administrative and training fees have not changed. A motion was made to approve the agreement as presented. **Motion: Nesbit. Second: Crain. Motion approved unanimously.** The agreement was signed by Commissioners Brixey, Nesbit, and Parker.
2. Resolution 2024-001 Annexation of Mattawa – Davis reviewed the resolution and email from attorney, Brian Snure. There was discussion on the topic. Commissioner Parker asked about the City having a say in Fire District business. Chief replied that they would not have a say since they don't own any fire and EMS related assets that the District uses. A motion was made to approve Resolution 2024-001 Annexation of Mattawa as presented. **Motion: Nesbit. Second: Crain. Motion approved unanimously.** The commissioners signed the resolution.

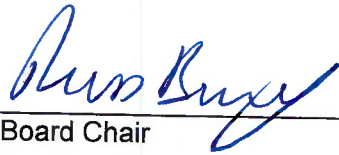
Additional Business: None

Commissioner Brixey asked if there was a need for an Executive Session. There was none.

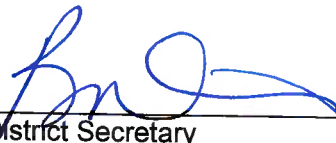
Announcements & Upcoming Events

1. Next regular meeting: March 12, 2024 at 16:00 via Zoom and in person.
2. Strategic Planning Workshop, March 26, 2024 at 16:00.

There being no further business before the Board, the meeting was adjourned at 16:46 hours.



Board Chair



District Secretary

3/12/24

Date

3/12/2024

Date