



Grant County Fire District No. 8

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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 April 11, 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 Debra Crain.

The Pledge of Allegiance was spoken.

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

Others present: Chief Matt Hyndman, District Secretary Barbara Davis

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: Brixey. 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 explained that the PUD bill was taken off the budget payment plan due to one location having a large balance and other locations having credits. Davis said it would be best to just pay the usage on a monthly basis. She also stated that the Trusteed Plan statement had not been received, but it was due May 1st, so she entered the base amount. A motion was made to approve the Consent Agenda as presented. **Motion: Brixey. Second: Kummer. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed this written report. Call volume in March: 53 calls - EMS 44, Fire 9. There was discussion on call volume. Chief gave an update on apparatus repairs on T810, BR829, and C801 then stated that the new engine was scheduled to be shipped tomorrow on a low boy trailer. Chief stated there was nothing new to report for personnel other than FF/EMT Robbins was doing well. Chief reported that the EMT class was nearing the end and should be done by the end of the month. Chief reported that the DA house has been listed and shown several times. Grounds maintenance has been ongoing at all stations. He said the new signs for Station 82 have arrived and he will borrow a lift to install them. Chief gave an update on the DNR grant applications. Commissioner Brixey asked about the Wanapum Village agreement. Chief stated the Priest Rapids Dam developed a leak and the PUD is adding another small dam downriver to deal with the issue. Commissioner Nesbit asked about the dredging of the Desert Aire boat ramp. Chief replied that it has been done and it was quite deep. Chief said he had nothing further and there were no questions.

Business Manager/District Secretary's Report: Secretary Davis reviewed her written report and discussed the available financial reports. Davis reported that the Columbia Bank merge with Umpqua Bank was complete. Davis reported on the DOH QA/QI Project and stated it was an ongoing project that would take use up few hours a month. Davis stated she attended a webinar from Snure Law regarding volunteer programs and she shared that a number of guidelines have been updated based

on recent court findings. She provided a draft Volunteer Handbook for the Board to read and provide feedback at the next meeting. Davis reported that the annual report is due May 30, 2023 and she has started the process of reporting. Davis reminded the Board that she would be out for several weeks after hip replacement surgery scheduled for tomorrow. She had nothing further and there were no questions.

Unfinished Business:

1. Policy Reviews and Updates –
 - a. Vacation Policy - Davis provided the Board with a copy of the vacation policy from the Employee Handbook. There was discussion on the details and how many days to allow to be carried over year to year. No decisions were made
2. Strategic Planning Updates
 - a. Facilities Updates –
 - i. Station 81 Storage Area - Chief proposed creating more storage space next to Station 81 by moving the containers and fencing the area including a gate and gravel. He presented a quote for the fencing. He stated the Humvees and other items could be moved from the parking area to the storage space to provide more parking for staff. Commissioner Crain asked if we could afford it and Davis replied that we could as the proposed budget was \$5,000. A motion was made to approve the storage area project with a budget of \$5,000. **Motion: Parker. Second: Kummer. Motion approved unanimously.**
 - ii. Shop Building - Chief stated that Architects West quoted over \$150,000 to design and engineer the project. He stated he met an engineer that advised it wouldn't be a "fire house," per se, but would be for a shop and storage. The details were discussed. He said the initial quote for a steel building was about \$450,000 and that didn't include power, water, earthwork, etc. He said he didn't have a good budget for the project yet. There was more discussion on the details.
 - b. Apparatus Updates – none
 - c. Staffing Plan – none

New Business: None

Additional Business: None

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

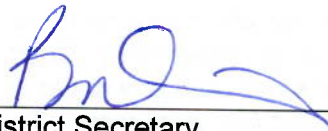
Announcements & Upcoming Events

1. Next regular meeting: May 9, 2023 at 16:00 via Zoom and in person. Commissioner Crain stated she would not be at this meeting as she would be out of state.

There being no further business before the Board, the meeting was adjourned at 17:06 hours.



Board Chair



District Secretary

5/9/23

Date

5/9/23

Date