



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 June 14, 2022. 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 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 Matt Hyndman, District Secretary Barbara Davis, BC Doug Anderson, and several members of the public.

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

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Kummer. 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. Commissioner Crain asked about the basketball hoop and Chief explained the crews requested it over a stair machine. Commissioner Nesbit asked about the art in the fitness room. A motion was made to approve the Consent Agenda as presented. **Motion: Kummer. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.

Oath of Office: Chief Hyndman spoke his oath of office and his wife pinned him. The Board congratulated him.

Chief's Report: Chief reviewed this written report.

Call volume in May: 44 calls - EMS 41, Fire 3 and YTD 286. Chief said this is 11.08% above the average and 1.73% above last year at this time.

Chief reported that he is looking into purchasing a used ladder truck and getting another engine, which will help our WSRB rating, rather than getting a new ladder truck. He stated he has been gathering pricing on the pump and other parts for building the new 6x6 brush truck. He stated he estimated that total cost of the build would be about \$47,000 due to price increases. He stated DNR is giving us a \$15,000 grant toward the cost of the build, so our part would be about \$32,000. He stated work has already begun on it. Chief reported that he will be moving his command rig to 800 and he recommended selling 8100 and replacing it with another pick-up or selling 8200 and keeping 8100. He discussed the functionality of a pick-up vs the SUV. He reviewed repairs on 817, 827, and 898. He stated 815 was due for new tires and Les Schwab would be doing the work soon. Chief reviewed staffing and stated that interviews were scheduled with four candidates for the open C Shift position. He reported that we've received three more volunteer applications. He requested

the Board consider allowing three more resident positions and discussed his reasons for the additional staffing. The Board agreed it would be a good idea. Chief reported that he had a good meeting with Chief Linn and AC Vargas of District 10. Chief reported that he and some volunteers attended the WSFFA conference last month and he attended the Washington Chiefs Association conference as well. He stated that he learned a lot and collected good resource information. He reported that the District would be doing a IFSAC Firefighter 1 academy in the near future and there was an IV course and supraglottic airway class scheduled. Chief discussed what he learned about the WSRB rating and how to improve our current ratings. Chief reported on facilities maintenance.

There was discussion on the used ladder truck and security at Station 82. Chief said he and nothing further and there were no questions.

Business Manager/District Secretary's Report: Secretary Davis reviewed her written report and discussed the financial reports. She reported that she attended the unclaimed property webinar and learned a great deal. No new policies were needed to be compliant with the proper processes. Davis stated she and Chief were still working on the budget amendment and she would like to cover it in more detail at a strategic planning workshop. Davis reported that she had been working with an insurance company to get comparison quotes for due diligence review purposes. She shared what she had with the Board, but she did not have information from Enduris yet so a good comparison couldn't be reviewed yet. She stated she had nothing further and there were no questions.

Unfinished Business:

1. Facilities –

- a. 418 Edgewater Way SW Property – Davis shared information from Brian Snure about declaring the property surplus and selling it. Snure recommended authorizing Chief to put the house on the market and approving a resolution to surplus and sell it once an offer was accepted. There was discussion on the property and its appraised value. A motion was made to direct Chief to list the house for sale at \$465,000. **Motion: Brixey. Second: Kummer. Motion approved unanimously.** There was discussion about a title company.
- b. Ice Machine – Chief reported that the ice machine at Station 81 was not large enough to provide ice as needed for wildland season. He recommended purchasing a larger machine for Station 81 and moving the smaller one to Station 82. There was discussion on the details. A motion was made to authorize Chief to purchase the larger ice machine and accessories for \$5,385.30 and move the smaller machine to Station 82. **Motion: Parker. Second: Crain. Motion approved unanimously.**
- c. Training Room Chairs – Chief reported that the school district wanted to buy the old training room chairs for \$75 each and requested the Board surplus them and approve the sale. A motion was made to surplus the 36 old training room chairs and sell them to the Wahluke School District for \$75 each. **Motion: Parker. Second: Brixey. Motion approved unanimously.**

2. Grants –

- a. Ambulance Grant – Davis stated she received an email from USDA Rural Development that the grant amount would be \$199,870 and the funds would be available at the end of the month. She reported that Chief had received a letter from the County awarding the District a grant of \$100,000 from the American Rescue Plan Act. Davis is checking with the USDA to see if these funds can be used for the ambulance as well.
- b. Training Grant – Davis reported that this grant should be in the review process and could be awarded in the next few months.

3. Policy Reviews and Updates –

- a. Office Assistant Job Description – Davis presented the draft job description that she and Chief wrote. Chief explained that this would be an hourly position and not be a first responder. He said comparison pay scales are from \$19.36 to \$20.75 per hour for a receptionist type position or \$22.93 to \$24.32 per hour for a secretarial type position. There was discussion on the position and pay scale. The Board agreed to table this until the July meeting.

4. Strategic Planning Workshop –

- a. A tentative date for Saturday, August 13, 2022, was set for the workshop.
- b. Resolution 2022-001 Levy resolution was reviewed. Davis stated we missed the filing date for the primary, but it could still be approved in time for the general election. There was discussion on the details and Davis was directed to revise the increase from “6%” to “up to 6%” and have Brian Snure make the appropriate changes to it for the general election.

New Business: None

Additional Business: None

Commissioner Nesbit asked if there was a reason to go into executive session. Chief stated there was a personnel issue to discuss. Commissioner Nesbit announced there would be a five-minute break before going into executive session. Break at 17:25 and the meeting resumed at 17:30.

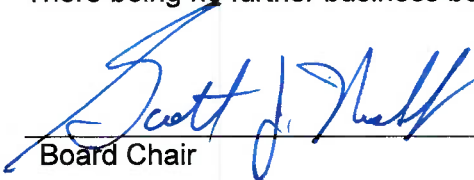
Commissioner Nesbit announced that the Board would go into Executive Session for 30 minutes per RCW 42.30.110(1)(g) to discuss personnel issues. Executive Session from 17:30 to 18:00. No decisions were made. The regular meeting resumed at 18:00.

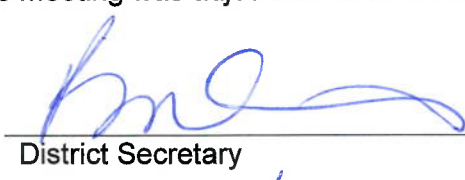
Chief stated he forgot to discuss a security issue at Station 82 during the Facilities segment. He stated he received a quote for eight (8) cameras and door access from Verkada for about \$21,000. He stated we could get by with five (5) cameras and the door access. A motion was made to authorize Chief to purchase five cameras and door access equipment for Station 82. **Motion: Kummer. Second: Brixey. Motion approved unanimously.**

Announcements & Upcoming Events


- 1. Next meeting: July 12, 2022 at 16:00 via Zoom and in person
- 2. Fly-In Breakfast on June 18 from 8:00 to noon.
- 3. Chief would be gone on vacation from July 16 through 25, 2022.

There being no further business before the Board, the meeting was adjourned at 18:04 hours.


Board Chair


District Secretary


Date


Date

