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 July 14, 2026. 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 Chair Commissioner Debra Crain.

The Pledge of Allegiance was spoken.

Commissioners present: Debra Crain, Richard Jenkin, Joshua Seanard, and Scott Nesbit. A quorum was established. A motion was made to excuse Commissioner Russell Brixey. **Motion: Seanard. Second: Nesbit. Motion approved unanimously.**

Others present: Chief Matt Hyndman, Assistant Chief Les Sandstrom, District Secretary Barbara Davis

There were no members of the public in attendance.

Approval of Agenda: The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Nesbit. Second: Jenkin. Motion approved unanimously.**

Consent Agenda: The Consent Agenda with Vouchers, Payroll, and Transactions was reviewed. 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 was made available to the Board. Davis stated that she included a leave accrual report with the payroll reports. Commissioner Crain asked about the HVAC maintenance invoice and Chief explained that the maintenance contract included regular maintenance and extended the warranty a few years. A motion was made to approve the Consent Agenda as presented. **Motion: Seanard. Second: Nesbit. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed his written report. Call volume in June: 55 calls - EMS 35, Fire 20; this was about 1.5% less than this time last year. Chief provided an update on apparatus repairs and maintenance and said decals were installed on the semis and ENG821. Chief reported that we received a chassis to build a tactical tender after the shop is done as we as 2 more 60KW generators from DNR so all stations will have backup power, which helps with our WSRB rating. We were allocated times from the surplus program and will need to make a trip to California to pick them up. Getting them ourselves will be less expensive than shipping. Chief said we have two open resident positions, and a posting will go up soon. He also stated the mechanic position would be posted within the week. Chief provided a garage project update. The building permit has finally been issued, and the contractor is moving forward. He reported that various small projects are taking place around all stations and rock was delivered along the east entrance. He reported that the metal siding at Station 82 was discontinued long ago and options for the repair were discussed. The consensus was for the rock façade to be made higher on that section as well as others to make it look nice. Commissioner Crain asked why the hydrant at the Desert Aire Shell station was out of order. Chief replied that someone hit it and it should be repaired this week. Chief reported that we have gotten three 20-foot containers for free from DNR and they will be converted to a training tower when they are no longer needed for storage. Chief stated that Chief for a Day was a great success and a "must-do" every year. He had nothing further. Commissioner Nesbit asked about the Desert Aire motel and Chief stated that work is still in progress and the fire marshal will need to inspect it before it is reopened. There were no further questions.

Assistant Chief's Report: Chief Sandstrom reviewed his written report. Chief explained an accident with AMB896 at Prosser Memorial Hospital and stated an accident report was submitted. The incident was investigated and remedial training assigned to the driver. Taller traffic cones were ordered to assist with the remedial training. Chief reviewed the training schedule and reported that the residents have all been signed off to drive all the brush trucks, all four EMT students passed the EMT class, and one has passed the NREMT test and will be completing the state paperwork for certification. Chief went on to review the upcoming training events. Under operations, Chief stated that he has been working with Grant County PUD for access to their gates and reported that we have received 12 keys and he is awaiting delivery of another 13 keys so all apparatus will have a key. He reviewed the Lexipol Policy Manual access and policies to be discussed later in the agenda and stated that the commissioners have access to review the policies online. He stated that he is working with Firefighter/EMT Brittany Roberts to create a Probation Manual and that he is working with Firefighter/EMT Cesar Sanchez to create a robust Driver Operator Training Program. This program will include all apparatus and oversight of the EVIP program. Chief had nothing further and there were no questions.

Business Manager/District Secretary's Report: Secretary Davis reviewed her written report and the available financial reports. There was discussion on the ambulance billing reports and related EMS operations. Davis reported that the new phone system was installed last week. She provided copies of the four letters of interest for Commissioner Brixey's position. There was discussion about letters of interest. Davis informed the Board that the County Treasurer's office has converted to a new software system, some financial reports are being emailed, and some are available online. She stated she had nothing further and there were no questions.

***Unfinished Business*:**

1. Lexipol Knowledge Management System (KMS) Policies – Davis stated she included paper copies of the first 10 policies Chief Sandstrom covered in his report. She stated she also provided a list of the chapters and policy titles for the Board to review. She said the Lexipol rep suggested that there may be chapters like General Operations, Fire Prevention, and EMS that the Board may consider delegating to Chief for approval.

2. Job Descriptions – Business Manager-District Secretary and Office Assistant Job Descriptions – Davis provided copes of the job descriptions with the attorney's comments. She stated his comments clarified some points such as pre-employment drug testing, and he noted that some duties overlapped between the two and they needed to clarify who was primary and who was backup. Davis was instructed to clean them up considering the attorney's comments for presentation at the next meeting.

3. Fire Chief and Assistant Chief Job Descriptions – There was discussion on these job descriptions. The Board would like to see draft revisions soon.

***New Business*:**

1. Resolution 2026-001 Funds Transfer from General to Reserve – Davis explained that this and the following resolutions were moving funds per the Funds and Funds Management Policy and based in the June financial reports. A motion was made to approve Resolution 2026-001 Funds Transfer from General to Reserve as presented. **Motion: Nesbit. Second: Seanard. Motion approved unanimously.**

2. Resolution 2026-002 Funds Transfer from EMS to EMS Reserve - A motion was made to approve Resolution 2026-002 Funds Transfer from EMS to EMS Reserve as presented. **Motion: Nesbit. Second: Seanard. Motion approved unanimously.**

3. Resolution 2026-003 Funds Transfer from Reserve and EMS Reserve to Building - A motion was made to approve Resolution 2026-003 Funds Transfer from Reserve and EMS Reserve to Building as presented. **Motion: Nesbit. Second: Seanard. Motion approved unanimously.**

4. 2026 Budget Amendment – Davis explained that the amendment includes updated beginning balances, certified levy amounts, DNR grants, and other received revenue as well as minor adjustments to expense line items based on trends and grant expenditures. A motion was made to approve the 2026 Budget Amendment as presented. **Motion: Seanard. Second: Nesbit. Motion approved unanimously.**

5. Managed IT Services Approvals – Davis reviewed the proposals and explained the services included. After much discussion, Chief and Davis were instructed to do more research to find a more affordable solution.

Additional Business: None

Executive Session: Commissioner Crain stated there would be an Executive Session to evaluate the qualifications of the candidates for appointment to elective office. Commissioner Crain announced that the Board would go into Executive Session for 15 minutes per RCW 42.30.110(1)(h) to review the commissioner candidate letters. Executive Session from 17:15 to 17:30. No decisions were made. The regular meeting resumed at 17:30. Davis was instructed to arrange interviews with Mr. Kennamer and Ms. Smith at a special meeting to be scheduled on Tuesday, July 2021, at beginning 15:00.

Announcements & Upcoming Events

1. Next regular meeting: August 11, 2026, at 16:00 via Zoom and in person.
2. Commissioner Crain announced that she and her husband had put their house up for sale and if it were sold, they would be moving to the Yakima area to be closer to family and medical services. In the meantime, she would continue to serve.

There being no further business before the Board, the meeting was adjourned at 17:40 hours.

Board Chair

8-11-2026

Date

District Secretary

8/11/2026

Date