



## Grant County Fire District No. 8

20643 Rd 22.5 SW  
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 May 12, 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, Scott Nesbit, and Russell Brixey. A quorum was established.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, Assistant Chief Les Sandstrom, Battalion Chief Doug Anderson, Firefighter/EMT Brittany Roberts, a member of the public

The Board Chair recognized and welcomed the member of the public in attendance, and he was invited to comment. He had no comments.

**Approval of Agenda:** The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Nesbit. Second: Seanard. 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. Some of the expenses were discussed and Commissioner Crain asked Chief how we were set for wildland and structure gear. He stated we were good with inventory now. A motion was made to approve the Consent Agenda as presented. **Motion: Seanard. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Chief reviewed his written report. Call volume in April: 50 calls - EMS 41, Fire 9; this was about the same as this time last year. Chief reported on the warehouse fire and large brush fire. There was discussion on the details of both fires. Chief provided an update on apparatus repairs and maintenance for various apparatuses. Chief stated that he is looking for a computer with software to diagnose issues and speed up repairs. Chief said we have two open resident positions. Chief provided a garage project update. The project and permitting process was discussed. He reported that weed spraying would start soon. Chief announced that he and AC Sandstrom would be at the WFC Chief's Conference next week. He stated that MACC has issued new pagers and they were being issued. There was discussion on the details. Chief also said that the annual hose testing was being done in-house. He had nothing further and there were no questions.

**Assistant Chief's Report:** Chief Sandstrom reviewed his written report. He reviewed operations updates on the new pagers and the progress of the Lexipol Policy Manual. He updated the Board on the Lexipol Procedure Manual and reviewed the quote for the service. There was discussion on the details. Chief Sandstrom asked the Board to approve the expense for the procedure manual. A motion was made to authorize Chief Sandstrom to sign the agreement for the Lexipol Procedure Manual and move forward with the project. **Motion: Nesbit. Second: Brixey. Motion approved unanimously.** Chief Sandstrom reviewed recent trainings and gave an update on the four EMT students who passed their mid-terms. Sandstrom stated he 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. Davis reported that she was about 70% done with the Annual Report and she would work on it to be submitted well before the May 30 deadline. Davis reported that she may be taking time off or working remotely due to a family medical emergency and the details were discussed. She stated she had nothing further and there were no questions.

**Unfinished Business:**

1. POL 4.1.15 Mechanic Job Description – Davis reported that she sent the job description for legal review and the version in the board packet included his suggestions. She reviewed the suggestions. There was discussion on education, experience, and certifications. Commissioner Seanard asked for the budgeted salary amount and Davis stated that it was \$65,000 annually and prorated for this year. There was discussion on the apparatus and equipment we have and the needs of the District for a mechanic, providing a livable wage, and getting a qualified candidate.

**New Business:**

1. Job Descriptions – Commissioner Crain stated that she asked Davis to include the administrative job descriptions for review. There was considerable discussion on the age of some of them and the need to update them with the addition of new administrative staff and the changes in job duties. There was discussion on the policy and procedure manuals and distribution of them as they are updated. After much discussion, it was decided to have a special meeting on Tuesday, May 26, 2026, at 16:00 to review the job descriptions and policies in more detail.
2. VoIP Phone System – Davis reviewed handout and quote for a different phone system. She reviewed the current monthly expenses for leasing the equipment and phone services then she reviewed the quote. The quote included purchasing the equipment rather than leasing it. AC Sandstrom explained where the phones would be in the station and shop. There was discussion on the monthly expense savings as well as in-person support for the new system. A motion was made to accept the phone system quote and authorize Davis to move forward with getting the new system. **Motion: Nesbit. Second: Seanard. Motion approved unanimously.**
3. Copier/Printer – Davis explained that the current large copier contract expires in July this year and that it is five years old and has not been well maintained. The new copier quote has about the same monthly cost, but the support and maintenance is included and easier to initiate since the techs are in the area regularly servicing the school district copiers. There was discussion on copier use. Davis stated that the quote was provided as information because it is a simple replacement of equipment for roughly the same monthly expense at the end of the current contract.

**Additional Business:**

- Letter of Support – Davis stated that a letter of support for the annexation of Broadway Ave into the City of Mattawa was provided in the packet. She stated that it has been past practice to provide them with a copy of these letters. She and AC Sandstrom discussed the current environment and lack of parking or accessibility for emergency apparatus. There was discussion on the details.
- Letter of Resignation - Commissioner Crain stated that Commissioner Brixey presented her with his resignation letter before today's meeting. He stated in the letter that he would stay until July 31, 2026, or until a new commissioner is appointed, whichever comes first. There was discussion on his years of service and the remaining board members thanked him. A motion was made to accept his resignation. **Motion: Jenkin. Second: Nesbit.**

**Motion approved unanimously.** Davis was directed to post a public notice for letters of interest for the Commissioner #5 position to be accepted until the end of June. The Board will review the letters during the July meeting.

**Executive Session:** None

**Announcements & Upcoming Events**

1. Next regular meeting: June 9, 2026, at 16:00 via Zoom and in person.
2. Special meeting for job descriptions and policies: May 26, 2026, at 16:00 via Zoom and in person.
3. Volunteer Breakfast Fundraiser: Saturday, May 23, 2026, from 08:00 to 12:00 at Station 82.

There being no further business before the Board, the meeting was adjourned at 16:54 hours.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date