



## 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 November 12, 2025. 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 Russell Brixey. The Pledge of Allegiance was spoken.

Commissioners present: Russell Brixey, Scott Nesbit, Joshua Seanard, Richard Jenkin, and Debra Crain. A quorum was established.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis

There were no members of the public in attendance to be welcomed and invited to comment.

**Approval of Agenda:** The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Jenkin. 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. A motion was made to approve the Consent Agenda as presented. **Motion: Jenkin. Second: Seanard. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Chief reviewed his written report. Call volume in October: 45 calls - EMS 35, Fire 10; this was about 4% higher than this time last year. Chief reported on apparatus repairs and maintenance for various apparatuses. Chief stated that Resident Evan Schalkle was hired to fill the open position from Blake Fuller's departure. He also stated that he hired Les Sandstrom as a temporary mechanic to help get caught up on mechanical work. Chief reviewed the completed trainings and the training schedule and discussed the MCI training drill this weekend. Chief provided a garage project update including a revised schedule of costs. There was discussion on the details. Chief reviewed the status of the grant applications. Chief announced the Volunteer's Christmas Party is scheduled for December 6. He said 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 had sent several outstanding checks to the State DOR unclaimed property as well as reissuing some lost payroll checks, which cleared the outstanding checks from the books. She also discussed the recent receipt of payments from various entities, including the DOE Hanford PILT. Davis reported that the Lexipol Discovery Meeting was scheduled for November 19 to work on the implementation plan and project schedule. She stated she had invited Sandstrom to the meeting because he was familiar with it from a previous position. There was discussion on the process. Davis announced she had been selected for jury duty next month and she would be on vacation Thanksgiving week. Davis stated she had nothing further and there were no questions.

### **Unfinished Business:**

1. 2026 Budget – Davis reviewed the draft budget and explained the Budget Workshop last month. Commissioner Brixey asked for a motion to approve the budget as presented. There were questions regarding revenues and the levies as well as salaries and benefits. Davis explained the levy certification document and the formulas to calculate each levy. Davis and Chief answered questions. A motion was made to approve the 2026 budget as presented.  
**Motion: Crain. Second: Seanard. Motion approved with 1 opposed.**

### **New Business:**

1. POL 5.1.2 Funds and Funds Management Policy - Davis presented the Board with the 2/13/2024 version and the draft version with updates and corrections highlighted in yellow. She stated the corrections were to the correct referenced section numbers. She reviewed the updates that were discussed at last month's Budget Workshop. A motion was made to approve the policy as presented. **Motion: Nesbit. Second: Jenkin. Motion approved unanimously.**
2. POL 4.1.3 Assistant Fire Chief Job Description - Chief explained that this was something he and Davis had been working on for the new position. He explained the duties of the new position and Davis stated she used the approved Deputy Chief job description as a base document and Chief added more day-to-day operations duties as well as required certifications and training. Davis stated that the job could be posted once the job description was approved to allow Chief to have time to interview and hire the person to start in January. A motion was made to approve the policy as presented. **Motion: Jenkin. Second: Seanard. Motion approved unanimously.**

**Executive Session:** None

### **Announcements & Upcoming Events**

1. Next regular meeting: December 9, 2025, at 16:00 via Zoom and in person.
2. Grant County Sheriff's Office Town Hall at WHS December 9, 2025, at 18:00.

Commissioner Nesbit asked about the City of Mattawa sewer line installation. There was discussion about the details of the project.

There being no further business before the Board, the meeting was adjourned at 16:59 hours.

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Board Chair

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District Secretary

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Date

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Date