



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 March 2, 2024. 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 Russell Brixey.

The Pledge of Allegiance was spoken.

Commissioners present: Russell Brixey, Scott Nesbit via Zoom, Paul Parker, and Debra Crain. A quorum was established. Commissioner Richard Kummer was absent due to a medical issue. A motion was made to excuse Commissioner Kummer. **Motion: Brixey. Second: Parker. Motion approved unanimously.**

Others present: Chief Matt Hyndman, District Secretary Barbara Davis

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

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Crain. Second: Parker. 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 Chief if the HVAC was working now and he replied that it was, but we would need to install heat packs before next winter. A motion was made to approve the Consent Agenda as presented. **Motion: Parker. Second: Crain. Motion approved unanimously.** The documents were signed by the Board.

Executive Session: Commissioner Brixey announced that the Board would go into Executive Session for 15 minutes per RCW 42.30.110(1)(i) to discuss with legal counsel matters relating potential litigation. Executive Session from 16:15 to 16:30. No decisions were made. The regular meeting resumed at 16:30.

Chief's Report: Chief reviewed this written report.

Call volume in February: 36 calls - EMS 33, Fire. He said there were a few less calls from the same time last year. Chief reported that all apparatus nearly done receiving servicing, headsets were installed in the brush trucks. He stated he would be listing the surplus ambulance and rescue truck with Brindlee Mountain Fire Apparatus to sell and he said they don't charge to list it and take a 10% commission when they sell. Chief reported that all positions were full for paid staff and residents, that FF/EMT Sanchez came off probation and FF/EMT Robbins would be off soon. Chief gave an update on training events with FF1 practicals, tech rescue next month, and the fire school in Wenatchee in May, as well as Firewise training coming soon for Desert Aire. Chief reported on facilities repairs stating that the air compressor was repaired, but still having issues, new lights were

installed at Station 82, and the engineering of dirt work for the shop was just about ready for submission. Chief reported on grants and said that the AFG hose grant was submitted and he and Davis were working on the SAFER recruitment and retention grant. He stated he was looking for grants to build a training center. He said he was working on a grant for \$10,000 of PPE to be submitted later this month. He was also working on getting funding for the Firewise program. Chief said he and nothing further and there were no questions.

- 1) **Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report and discussed the available financial reports. Davis reported that the State Auditor's Office was nearly done with the audit and it looked clean with a few exit items. She stated that she signed up for a webinar on the Annual Report as some things had changed with the reporting website. She informed the Board that the County Assessor would be rerunning the levies due to the Mattawa Annexation issue and adjustments would need to be made to the budget at some point. She added that she would be on vacation and working remotely from the 14th through the 22nd this month. She had nothing further and there were no questions.

Unfinished Business:

1. Policy Reviews and Updates: none
2. Strategic Plan (Staffing) – Davis reviewed the Recruitment and Retention Plan and Marketing Plan. She stated that the plan would need to be approved to submit with SAFER grant. The plan was discussed and a motion was made to approve it as presented. **Motion: Crain. Second: Parker. Motion approved unanimously.**

New Business: None

Additional Business: None

Commissioner Brixey requested ten (10) minutes to discuss staff performance and salaries. Commissioner Brixey announced that the Board would go into Executive Session for 10 minutes per RCW 42.30.110(1)(g) to discuss staff performance and salaries. Executive Session from 16:50 to 17:00. No decisions were made. The regular meeting resumed at 17:00.

Commissioner Brixey proposed that Chief's salary be increased from \$110,000 to \$115,000. A motion was made to increase Chief's salary from \$110,000 to \$115,000 effective March 16, 2024. **Motion: Crain. Second: Parker. Motion approved unanimously.** Commissioner Brixey proposed that Secretary Davis's salary be increased from \$87,500 to \$90,000. A motion was made to increase Secretary Davis's salary from \$87,500 to \$90,000 effective March 16, 2024. **Motion: Parker. Second: Crain. Motion approved unanimously.**

Commissioner Crain asked about the City of Mattawa annexation and contract. There was discussion on the topic. Chief said that we would be a message out to voters on the website and social media. There was also discussion on the EMS Levy.

Announcements & Upcoming Events

1. Golf Tournament and Appreciation Dinner, March 23, 2024 – Golf at 14:00, Dinner at 18:00.
2. Strategic Planning Workshop, March 26, 2024 at 16:00.
3. Next regular meeting: April 9, 2024 at 16:00 via Zoom and in person.

There being no further business before the Board, the meeting was adjourned at 17:09 hours.

Board Chair

District Secretary

Date

Date

DRAFT