



## 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 at Fire Station 81, 510 E Government Road, Mattawa, WA on December 10, 2019. The meeting was called to order by Board Chair Scott Nesbit at 16:00 hours. The meeting was recorded.

The Pledge of Allegiance was spoken.

Commissioners present: Scott Nesbit, Debra Crain, Paul Parker, Russell Brixey, and Richard Kummer. A quorum was established.

Others present: Chief David Patterson and District Secretary Barbara Davis

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

The agenda was reviewed. Commissioner Kummer requested the agenda be amended under Unfinished Business to add "WFCA Conference Report." A motion was made to approve the agenda with the amended item. **Motion: Brixey, Second: Kummer. 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. A motion was made to approve the Consent Agenda as presented. **Motion: Brixey, Second: Kummer. Motion approved unanimously.** The documents were signed by the Board.

Oath of Office – Commissioners Paul Parker (Commissioner #1) and Russell Brixey (Commissioner #5) were presented with their Notices of Election and Oaths of Office as a result of the November Election. Each Commissioner signed his Oath of Office and returned it to District Secretary Davis.

**Chief's Report:** Chief reviewed his written report.

1. Call Volume – November had 11 fire calls and 46 EMS calls for a total of 57 calls for the month, with a year-to-date of 555 calls.
2. Ambulance 898 – Chief reported that A-898 is in for repairs again. It may need fuel injectors, but he was still waiting for news from the mechanic.
3. Mutual Aid Agreement with Yakima Training Center – Chief reported that he was contacted by the Yakima Training Center Fire Department Chief and Battalion Chief for a meeting to discuss a mutual aid agreement. He spoke in detail about the sample agreement and the benefits of entering into it. He asked for the authority to proceed with the agreement. A motion was made to authorize Chief Patterson to enter into and execute the Mutual Aid Agreement with the Yakima Training Center Fire Department. **Motion: Kummer, Second: Brixey. Motion approved unanimously.**
4. Brush Truck 837 – Chief reported that BR 837's issues were in the motor and weren't as extensive as originally thought so it is being repaired.
5. Brush Truck 819 – Chief stated that since BR 837 was being repaired, he would need to order a tank and pump for BR 819. He stated the set up would be the same as the other brush trucks and it would be a 1,500-gallon tank. There was discussion on the details.
6. New Ambulance (replaces A-897) – Chief reported that Braun NW had sent over schematics and specs for review and he handed out the schematic drawings. It will be an F Series Ford chassis that will be 4-wheel drive. There was discussion on the details.

7. New Patient Monitors – Chief reported that the new LifePak 15s arrived at the beginning of the month and they are a little more complicated to run, but have more features. There was discussion on the details. Chief stated that he is considering buying LifePak AEDs for the command vehicles because the Philips HeartStart AEDs we have now are not compatible with the LifePak monitors. Board consensus was to get the new AEDs using the Medical Equipment budget.

Chief stated he had nothing further to add and there were no questions.

**Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report.

1. Financial reports were reviewed. There were no questions or comments.
  2. Blood Drive - The next drive is scheduled for Thursday, January 23, 2020, from 12:30 pm to 5:30 pm.
- Davis stated she had nothing further to add and there were no questions.

**Unfinished Business:**

1. Facilities –
  - a. Station Report –
    - i. Chief stated that we received a preliminary construction cost estimate, which he provided copies for the Board. The estimated bid amount was \$5,476,679, which is under the \$6M budget. There was discussion on the estimate.
    - ii. Chief reported that he had a site meeting with the PUD regarding transformer placement and other details for providing power to the station.
    - iii. There was a plan review meeting with Architects West on 11/20/19 where the color scheme and textures were chosen.
    - iv. Chief stated the architects asked about the future memorial site and whether to include it in the construction plans since the estimate came in under budget. There was discussion about the memorial site. The consensus of the Board was to include the memorial site in the initial construction.
2. Grants –
  - a. SCBA Grant – Davis reported that the grant opening was postponed to January 2020, but the requirements were published so she and Chief are working on finalizing the narrative.

Commissioner Nesbit called for a brief break at 16:48 for five minutes and the meeting resumed at 17:03.

3. WFOA Conference Report – Commissioner Kummer reported on his attendance at the conference and provided a handout "Protecting Your Agency from Cyber Attack," which he discussed in brief.
  - a. He stated that the 2020 conference would be in Spokane and the 2021 and 2023 conferences would be at the Tulalip Resort again. He commented that early conference and hotel registration would alleviate travel issues between where the conference was and hotel sites.
  - b. Commissioner Kummer reported that audit costs are increasing 13% in 2020.
  - c. He reported on the issue of piggybacking and went over the details of when it is allowable; must be a sealed bid at best value, meet agency and Washington State standards, etc. There was discussion on the details.
  - d. Commissioner Kummer stated that the Commissioner's Handbook is an excellent tool for the Board and stated he had an outdated version. Davis stated she would provide all he believes that the Board has been out of compliance with the Board Operating Policy and Procedure. There was discussion on the policy and procedure. He stated that it is the Board's job to govern and he reminded the Board that the Board Chair is to appoint committee members each January after the new Chair has been voted in. There was discussion on Board operations.

There were no additional unfinished business items.

**New Business:**

1. Resolution 2019-007 – Commissioners as Volunteers – Davis stated she was in the process of reviewing policies and procedures when she noticed the RCW referenced in the 2012 resolution had been changed in 2009. She stated she reviewed the text of the RCW and felt that the resolution was not compliant with the intent of the law. The Board reviewed the resolution and asked that the resolution have legal review and comments. Resolution was tabled until the January meeting.
2. Policy 1.1.2 – Definitions – Davis stated that in her review of policies and procedures, she believed it was important to define commonly used words to provide consistency throughout current and future policies and procedures. Chief stated he reviewed the policy and agrees with the definitions listed. A motion was made to approve Policy 1.1.2 – Definitions as presented. **Motion: Kummer, Second: Brixey. Motion approved unanimously.** Davis requested that “Policy Review” be a standing agenda item under “Unfinished Business” and the Board agreed.

There was no additional new business.

At 17:44, Commissioner Parker asked to be excused from the remainder of the meeting for medical reasons. He was excused.

**Additional Business: None.**

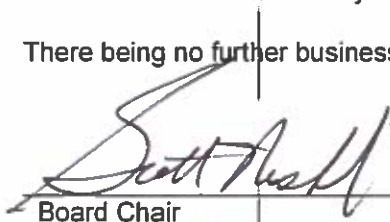
Commissioner Nesbit asked if there was a need for an Executive Session. Chief asked for 15 minutes to discuss staff salaries. Commissioner Nesbit announced that the Board would go into Executive Session for 15 minutes per RCW 42.30.110(1)(f) to discuss staff salaries. **Executive Session from 17:48 to 18:03.** No decisions were made. The regular meeting resumed at 18:03.

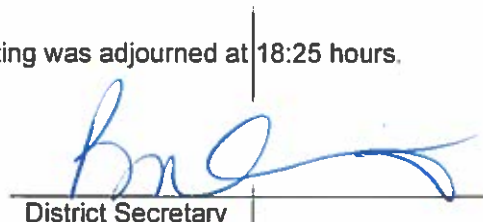
The Board discussed staff salaries. Davis provided the salary statistics that were given to the Board during the September Budget Planning Special Meeting. There was discussion on that information. A motion was made to increase Chief Patterson's annual salary from \$83,200 to \$95,000 effective 12/16/19 with a performance review in June 2020. **Motion: Brixey, Second: Kummer. Motion approved unanimously.** A motion was made to increase Business Manager/District Secretary Davis' annual salary from \$67,465 to \$73,000 effective 12/16/19 with a performance review in June 2020. **Motion: Kummer, Second: Brixey. Motion approved unanimously.**

**Announcements & Upcoming Events**

1. Next meeting: January 14, 2020 at 16:00.
2. Blood Drive: January 23, 2020 from 12:30 to 17:30.

There being no further business before the Board, the meeting was adjourned at 18:25 hours.

  
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Board Chair

  
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District Secretary

1/14/2020  
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Date

1/14/2020  
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