



Grant County Fire District No. 8

PO Box 1728
510 E Government Road
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 January 12, 2021. Gubernatorial Proclamation 20-28 regarding open public meetings act and public records act prohibited in person meetings. This meeting was virtual and telephonic in compliance with the proclamation. The meeting was held via Zoom and information for the public to participate was posted on our website and on the door of the main station on November 4, 2020. 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, Debra Crain, Paul Parker, Scott Nesbit, and Richard Kummer. A quorum was established.

Others present: Chief David Patterson, District Secretary Barbara Davis, FF/EMT Jason Garrison, and FF/EMT Ross Massey

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: Nesbit. 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. Commissioner Nesbit asked if the PUD bill was on a budget plan and Davis replied that it was. Commissioner Parker asked about the invoice from the State Auditor's Office for the audit and Davis replied that it was for November and there would be another invoice for December. **Motion: Kummer. Second: Crain. Motion approved unanimously.** The documents were signed by the Board in the days after the meeting.

Election of Chair and Vice Chair:

Commissioner Brixey opened nominations for Board Chair. Commissioner Crain nominated Scott Nesbit, who accepted the nomination. Commissioner Parker nominated Debra Crain, who declined the nomination. Commissioner Brixey asked for other nominations and there were none so he closed nominations and asked for a vote. All voted unanimously in favor of Scott Nesbit as Board Chair.

Commissioner Nesbit opened nominations for Board Vice Chair. Commissioner Parker nominated Debra Crain, who declined the nomination. Commissioner Brixey nominated Richard Kummer, who accepted the nomination. Commissioner Nesbit asked for other nominations and there were none so he closed nominations and asked for a vote. All voted unanimously in favor of Richard Kummer as Board Vice Chair.

Congratulations were given to the new Chair and Vice Chair and the meeting was handed over to Commissioner Nesbit to continue.

Chief's Report: Chief reviewed his written report.

1. Call Volume – December had 6 fire calls and 28 EMS calls for a total of 34 calls for the month. There were 509 calls for the year and there were 580 calls last year.
2. Shipping Containers – Chief stated he bought two containers for storage of old items and some new items going to the new station.
3. IV Class – Chief stated that three staff members are taking the class in Moses Lake.
4. New Hire – Chief stated that FF/EMT Garrison will be leaving us next month. He stated that he offered the position to Nate Aarnold, who interviewed last fall. Nate accepted the position and will start February 1, 2021.
5. Grant County Dump Site – Chief reported that Grant County has been planning to close the Mattawa drop box. The Port of Mattawa has been exploring taking over operations of it, but they will need to change the location. They are looking at using the lot just to the west of the new station. Chief stated he was not supportive of this idea. There was more discussion. All board members were against the idea.

Chief stated he nothing further and unless there were 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. Audit – Davis stated the Auditor's Office had completed the audit with no findings or management letter and there was only one exit item on procurement. She included the report in the meeting packet.
3. Springbrook Accounting Software – Davis reported that Asset Connect, the asset management software, was up and running. She had input the capital assets and Massey was working on entering recently purchased small equipment and tools. She reported that the financial and payroll modules were still in process.

Davis stated she had nothing further and there were no questions.

Unfinished Business:

1. Facilities –
 - a. Station Report
 - i. Progress Report – Chief reviewed the current progress and offered tours of the interior to the Board. There was discussion on the radios and communications as well as the highway access. Chief reported that WSDOT was looking at an acceleration lane and a left turn lane.
 - ii. Budget Report – Davis provided a cost status report for the project.
 - iii. 3-Week Schedule – Chief reviewed the 3-week schedule and it was going well.
2. Grants –
 - a. FEMA SAFER – Davis stated that reimbursements were still current.
 - b. FEMA AFG Apparatus Replacement Grant – Chief reported that he and Davis were working on the grant, but it was unclear when FEMA would open the grant for submission.
3. Cost Recovery Billing – Davis presented the Debt Collection Policy and the False Alarm Policy for review and approval. A motion was made to approve 5.2.2 Debt Collection Policy as presented. **Motion: Kummer. Second: Parker. Motion approved unanimously.** A motion was made to approve 5.2.3 False Alarm Policy as presented. There was discussion on the administration and billing in the policy. **Motion: Parker. Second: Crain. Motion approved**

unanimously. Davis presented Resolution 2021-001 Establish Service Charges. She stated that the only changes since it was reviewed last month was the addition of first aid and CPR classes. A motion was made to approve Resolution 2021-001 Establish Service Charges as presented. **Motion: Crain. Second: Brixey. Motion approved unanimously.** The resolution was signed in the days following the meeting.

4. **Policy Reviews and Updates** – There was discussion on continuing tabling policy reviews due to the continuing pandemic. Davis was directed to contact Brian Snure to review the policies that needed to be updated and created.

There were no additional unfinished business items.

New Business: None

Additional Business: None

Commissioner Nesbit asked if there was a need for an Executive Session. Chief asked for a 15-minute Executive Session to discuss his health issues.

Commissioner Nesbit called for a five-minute break before the session at 17:05. The meeting resumed at 17:10 and the public Zoom meeting was stopped and the Executive Session conference call was established.

Commissioner Nesbit announced that the Board would go into Executive Session for 15 minutes per RCW 42.30.110(1)(f) to discuss Chief Patterson's Health Issues. Executive Session from 17:12 to 17:27. No decisions were made. The regular meeting resumed at 17:27.


Chief Patterson announced to the Board that he would be retiring on April 30, 2021. He stated he would let staff know tomorrow and the volunteers would be informed afterwards.

Commissioner Nesbit directed Davis to contact executive recruitment companies for proposals and for her to revise the Chief job description for the next meeting.

Announcements & Upcoming Events

1. Next meeting: March 9, 2021 at 16:00 via Zoom.

There being no further business before the Board, the meeting was adjourned at 17:36 hours.



Board Chair

2/9/2021

Date



District Secretary

2/9/2021

Date