



## 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 April 13, 2021. Gubernatorial Proclamation 20-28 regarding open public meetings act and public records act prohibited 100% in person meetings. This meeting was virtual, telephonic, and in person 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 Scott Nesbit.

The Pledge of Allegiance was spoken.

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

Others present: Chief David Patterson, District Secretary Barbara Davis, and Firefighter Zachary Feist

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: Kummer. Second: Brixey. 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. Davis informed the Board that the payroll account reimbursement was increased this month to accommodate Chief Patterson's compensated absences pay out on his retirement. The account would be reduced to its normal balance in May. A motion was made to approve the Consent Agenda as presented with corrections noted. **Motion: Kummer. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.

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

1. Call Volume – March had 7 fire calls and 29 EMS calls for a total of 36 calls for the month for a year-to-date call volume of 126. There were 135 calls at this time last year.
2. Training – Chief stated that Jose Cruz would be taking over training since he received his Instructor 1 certificate. He will take Instructor 2 when training is available.
3. Wildland Season Forecast – Chief reported that the winter was much drier this year and the projection is for a busy wildland fire season.
4. Retirement – Chief stated that he has 17 days left before retirement, but the station construction project would not be finished until the end of May. He proposed to stay on as a consultant project manager to finish the construction project since it would be difficult to get someone else up to speed on all of the moving parts. He also suggested that he could give an orientation to the new Chief and introduce him or her to our mutual aid partners and the Grant County Chiefs.

There was discussion on it. Davis suggested the Board consider a short Executive Session to discuss the details. The Board agreed.

Chief stated he had nothing further and unless there were questions. There were none.

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

1. Financial reports were reviewed. There were no questions or comments.
2. Springbrook Software – Davis reported that we transitioned to the cloud-based software on April 1, 2021. The career staff have been set up in the timesheet module and are using it as well as the paper timesheets until the end of the month. She stated that Chief reviewed and approved the last payroll using the system.
3. Executive Recruitment – Davis reported that as of this morning, there were eight applicants for the Chief's position. Prothman will need about two weeks to review qualifications and perform initial interviews. She stated she expected Prothman to request a special meeting the last week of April to review the top candidates. She suggested the Board look at the first two weeks of May to conduct in person interviews with a target for the new Chief to start on June 1, 2021.
4. County Voter's Pamphlet – Davis stated we received a packet from the County Auditor's Office regarding a new law that states the County must produce a local voter's pamphlet and the cost will be shared the same as election costs are shared. She included the packet in the Board binders for their review.

Davis stated she had nothing further and unless there were questions. There were none.

**Unfinished Business:**

1. Facilities –
  - a. Station Report
    - i. Progress Report – Chief reviewed the current progress and offered tours of the interior to the Board. He reported that the landscaping is complete and the subs continue to work on monument. He stated that there was ongoing work on the admin side, electrical, HVAC, and plumbing. The counter tops have been installed and the appliances are schedule to be delivered later this month. Chief reported that an inline water filter will be installed to resolve the particulate issue for the fire suppression system. He stated that the substantial completion dated was moved to later this month in approved change orders. He stated the punch list should take about a month and the certificate of occupancy should be issued by June 1, 2021. He also stated that Davis had begun ordering furnishings
    - ii. Budget Report – Davis provided a cost status report for the project and included the furnishings budget.
2. Grants –
  - a. FEMA AFG Apparatus Replacement Grant – Davis reported that FEMA would probably not start reviewing applications until May or June.
3. Policy Reviews and Updates – none

There were no additional unfinished business items.

**New Business:**

1. Strategic Planning Workshop – Davis reminded the Board that setting a time for strategic planning was discussed last month. There was discussion on the timing and agreed to schedule it in the summer after the new Chief is onboard and the majority of the move has been completed

**Additional Business:** None

Commissioner Nesbit stated there would be an Executive Session to discuss hiring Chief as a consultant. He stated the Executive session would begin after a five (5) minute break.

Commissioner Nesbit announced that the Board would go into Executive Session for ten (10) minutes per RCW 42.30.110(1)(f) to discuss hiring Chief as a consultant to finish the station construction project after he retires on April 30, 2021. Executive Session began at 16:46 and ended at 16:56. No decisions were made. The regular meeting resumed at 16:56.


Commissioner Nesbit stated the Board wished to hire David Patterson as a construction project consultant at his current monthly salary for four weeks, to be extended as needed, and include reimbursement of preapproved expenses. He directed Davis to contact legal counsel for a contract and appropriate guidance.

**Announcements & Upcoming Events**

1. Next meeting: May 11, 2021 at 16:00 via Zoom and in person.
2. Chief's Retirement Party – Davis reminded the Board that the volunteers were hosting a party for Chief on Saturday, April 24, 2021 at 17:30 at the current station.

There being no further business before the Board, the meeting was adjourned at 17:08 hours.

  
Board Chair

  
District Secretary

5/11/2021  
Date

5/11/21  
Date

