



## 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 July 11, 2023. 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 16:03 by Board Chair Debra Crain.

The Pledge of Allegiance was spoken.

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

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, A Shift: Cesar Sanchez, Rolando Rivera, and Greg Miller

Members of the public were welcomed and invited to comment. Josh Seanard had no comments until it was time to talk about Facilities.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Parker. 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. Commissioner Nesbit asked about the HVAC bill from the first vendor and Chief replied that he was advised by the building engineer not to pay it. There was discussion on the details. A motion was made to approve the Consent Agenda as presented. **Motion: Nesbit. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Chief reviewed this written report. Call volume in June: 62 calls - EMS 47, Fire 15; 19 calls over from the same time last year. Chief gave an update on apparatus status and repairs on L81, BR817, BR826, BR829, and the hose was received to put on E81 and L81. Chief stated that Nate Aarnold's last day was the 8<sup>th</sup> and we have received a number of applications for the position and hiring list. Testing will be later this month. Chief reported that he has several trainings lined up for the fall and he is looking to add some more. He stated he was able to attend a ropes class with Grant County PUD and he hopes to collaborate annually from now on. Chief reported there was an offer on the DA house and he asked Josh Seanard to elaborate. Josh stated there were two offers of \$330,000 (listed price was \$385,000). The Board agreed that it should be sold at the best price possible. There was discussion on the details and Josh stated he would approach both parties to see which would offer the highest amount. Chief reported that the new Station 82 signs still need to be installed and the storage area fencing still needed to be installed, but the containers were painted. Chief stated a local business offered to install a helipad near the storage area at no cost to the District. He stated that A Shift had been working on getting rid of the weeds at Station 82. Chief said he had nothing further and there were no questions.

**Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report and discussed the available financial reports. Davis reported that she attended a GEMT training and the data was due the first week of August. Davis stated the commissioner's GoDaddy emails expired on 6/25/23 and were archived. She stated she had started creating Gmail accounts, but had to stop due to needing to coordinate with each commissioner for PIN codes. Davis stated she would be on vacation the last week of the month. She had nothing further and there were no questions.

**Unfinished Business:**

1. Policy Reviews and Updates –
  - a. Volunteer Handbook – Davis stated she hadn't heard from Brian Snure and she would re-send it to him.
  - b. Travel Policy – Davis stated she hadn't had time to work on it, but would try to have it for next month's meeting.
2. Strategic Planning Updates
  - a. Facilities Updates –
    - i. Station 81 – Commissioner Crain asked about the helipad near the storage area and Chief gave the details he knew and there was discussion.
      1. Additional Quarters – Chief stated he spoke with the architects at the Chief's conference and discussed adding quarters to the station next to the existing dorm rooms. He felt this was a better option than having quarters in or near the shop building.
      2. Shop Building – Chief stated this project had been put on hold this year due to financing. He stated that the mechanic's bay would be drive through, but the rest of the bays could be back in, which will save money. He stated that it would have more storage as well.
    - ii. 416 Edgewater Way SW – Josh Seanard returned to the meeting and stated that one party offered \$350,000 and the other party backed out. He said that they had cash and it would be two weeks to close, no inspection, and the commission would go to 5% since he represented both parties. The Board stated they would approve the resolution to surplus and sell the property later in the meeting
  - b. Apparatus & Equipment Updates – Chief stated he would like to have eight 6x6 brush trucks so there were some in reserve for mechanical reasons
  - c. Staffing Plan – Chief reported that he and Davis were working with the grant writer on a SAFER Recruitment and Retention Coordinator grant.

**New Business:**

1. WFC Health Care Program Application – Davis stated she had been contacted by Trusteed Plan Services because they couldn't find this year's application. She stated she couldn't find the file copy or the approval in previous meeting minutes. A motion was made to continue in the WFC Health Care Program and sign the application.  
**Motion: Kummer. Second: Nesbit. Motion approved unanimously.**

2. 2023 Budget Amendment – Davis discussed the changes in the budget and there were no questions. A motion was made to approve the 2023 Budget Amendment as presented. **Motion: Brixey. Second: Kummer. One Abstained. Motion approved.**

Commissioner Crain announced that the Board would go into Executive Session for 20 minutes per RCW 42.30.110(1)(g) to discuss Chief's Hyndman's performance evaluation. Executive Session from 16:56 to 17:16. The Board asked for an additional ten (10) minutes from 17:17 to 17:27. No decisions were made. The regular meeting resumed at 17:28.

**Additional Business:**

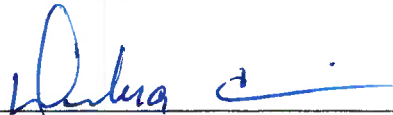
1. Resolution 2023-002 Surplus and Sale of Real Property – Davis distributed the resolution then read it to the Board. A motion was made to approve Resolution 2023-002 Surplus and Sale of Real Property as presented. **Motion: Nesbit. Second: Parker. Motion approved unanimously.**
2. Chief's Performance Evaluation – Commissioner Crain stated that Chief is a goody guy and works really hard. She encouraged him to continue his education plan. She proposed that the Board approve a salary increase from \$96,000 to \$105,000 annually effective the beginning of the next pay period, July 16, 2023. Chief asked about adding his children to his insurance and Commissioner Crain stated they would address it next month and Davis was instructed to present the premiums. A motion was made to increase Chief Hyndman's annual salary from \$96,000 to \$105,000 beginning 7/16/2023. **Motion: Brixey. Second: Kummer. Motion approved unanimously.**


There was none.

**Announcements & Upcoming Events**

1. Next regular meeting: August 8, 2023 at 16:00 via Zoom and in person.

There being no further business before the Board, the meeting was adjourned at 17:39 hours.

  
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Board Chair

  
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District Secretary

8-8-23  
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Date

8/8/23  
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Date

