



## 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 12, 2022. 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 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 Matt Hyndman, District Secretary Barbara Davis, FF/EMT Ross Massey, FF/EMT James Jimenez, and FF Scott Burkland.

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

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Kummer. Second: Crain. 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 about the internet bill and Davis explained that the bill is split between fire and EMS. A motion was made to approve the Consent Agenda as presented. **Motion: Crain. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.

**Oath of Office:** Chief Hyndman introduced our new hire, James Jimenez. He then administered the oaths for FF/EMT Jimenez and FF Scott Burkland. The Board congratulated them.

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

Call volume in June: 55 calls - EMS 53, Fire 14 and YTD 286. Chief said this is 11.64% above the average and only 1.39% above last year at this time.

Chief reported that he has been ordering parts for the new 6x6 brush truck and once it is painted, DNR will start the clock towards the one year required before we own it. He reported that there is interest from other departments regarding purchasing the old 8100 for a command rig. He thought about selling it for \$12,000. Chief discussed the functionality of a pick-up vs a SUV for command vehicles and the new 8100. There was discussion on which vehicle to keep and replacement costs. He reviewed repairs on 898 and 815 as well as adding auto-eject plugs on a few trucks. Chief reviewed staffing and stated that FF/EMT James Jimenez filled the open full-time position and is working out well. He stated he is getting more resident applications and will interview soon. Chief reported that we had a joint training with District 10 at the Beverly Dunes that had a great turnout and he was looking forward to working with them more. Chief stated he wanted to create an

educational video for the community so they can learn more about the District and how levy dollars are spent.

Commissioner Parker asked about training with the Vantage Fire District and Chief replied he wasn't sure what was going on there, but would find out. Commissioner Brixey asked about mutual aids with Hanford Fire Department. Davis stated our protocols are very clear on ALS rendezvous. There was discussion on Hanford's medics and responses. Chief said he and 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 stated that she and Chief had not had time to work on the budget amendment due to call volume, but she stated that projecting expenditures for the rest of the year should be easier with 6 months of data. She had nothing further and there were no questions.

### **Unfinished Business:**

1. Facilities –
  - a. 418 Edgewater Way SW Property – Chief stated that he had taken photos and a video of the property and has had some interest but no offers yet. There was discussion on options if the property doesn't sell this summer.
2. Grants –
  - a. Ambulance Grant – Davis reported that the USDA grant had been funded. Davis was advised to order the Stryker equipment for the new ambulance as there is at least a 6-week lead time to ship.
  - b. Training Grant – Davis reported that this grant was in the review process and amended based on feedback from the review team.
3. Policy Reviews and Updates –
  - a. Office Assistant Job Description – Davis reviewed the draft job description that was presented at the last meeting. Commissioner Parker asked about the position not being a responder. Chief explained that this position would not be a responder and would be at the station during business hours. However, if the person wanted to be a responder, they would need to clock out and respond as a volunteer. There was discussion on the details. A motion was made to approve POL 4.1.10 Office Assistant Job Description policy as presented. **Motion: Parker. Second: Brixey. Motion approved unanimously.** Davis advised that this position would be at a different L&I rate and in a different retirement program. She stated she would do some research to learn what these were.
4. Strategic Planning Workshop –
  - a. Davis stated that Saturday, August 13, 2022, didn't work for the entire Board and she proposed breaking it up into sections by subject and do afternoon meetings. There was discussion on this and general agreement that this worked better. Discussion topics would be broken into 1) Apparatus and Equipment, 2) Facilities, and 3) Staffing. Chief discussed his ideas on how to proceed. The next workshop would be Monday, August 15, 2022 at 16:00.
  - b. Resolution 2022-001 Multi-year General Levy Lid Lift – Davis reviewed the changes made by the attorney per Board direction. A motion was made to approve Resolution 2022-001 as presented. **Motion: Brixey. Second: Kummer. Motion approved unanimously.**

**New Business:**

1. Resolution to Annex the City of Mattawa – Davis stated that the City Council is set to approve a resolution to call for a vote on this topic at their next meeting on Thursday. Once it is approved, Brian Snure would need to modify our resolution calling for a vote of the District voters as appropriate. She stated a special meeting would need to be called to approve and sign the resolution before the deadline of August 2, 2022.


**Additional Business:** None

Commissioner Nesbit asked if there was a reason to go into executive session. Chief stated there was a personnel issue to discuss. Commissioner Nesbit announced that the Board would go into Executive Session for 10 minutes per RCW 42.30.110(1)(g) to discuss personnel issues. Executive Session from 17:02 to 17:12. No decisions were made. The regular meeting resumed at 17:12.


**Announcements & Upcoming Events**


1. Next meeting: August 9, 2022 at 16:00 via Zoom and in person
2. Chief reminded the Board that he would be gone on vacation from July 16 through 25, 2022 and BC Anderson.
3. Special Meeting for Strategic Planning of Apparatus and Equipment: August 15, 2022 at 16:00.

There being no further business before the Board, the meeting was adjourned at 17:13 hours.

  
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Board Chair

  
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Date

  
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District Secretary

  
\_\_\_\_\_  
Date

