



## 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 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 16:02 by Board Chair Scott Nesbit.

The Pledge of Allegiance was spoken.

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

Others present: Chief Joe Noonchester, District Secretary Barbara Davis, and Captain Matt Hyndman.

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 with the addition of the Chief's Oath of Office following the Consent Agenda. **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 stated the previous month's meeting minutes were not completed prior to the meeting. A motion was made to approve the Consent Agenda as presented. **Motion: Parker. Second: Kummer. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Noonchester reviewed his written report. He stated crews have been working on furniture assembly and cleaning in preparation for moving into the new station and discussed the decrease in response times once the new station can be occupied. He thanked Chief Patterson for all the work he had done on the new station.

1. Call Volume – June had 11 fire calls and 46 EMS calls for a total of 57 calls for the month for a year-to-date call volume of 284. There were 250 calls at this time last year. June was 42.5% over the month of June last year.
2. Extreme Fire Danger Map – There was discussion on the fire danger potential due to extremely dry conditions this year. Noonchester stated that he had been in touch with mutual aid partners as well.
3. Training – Noonchester reported that FF Cruz has been leading trainings and he is developing and delivering a solid platform for the firefighters and EMTs.

Noonchester stated this was an exciting time to join the department and he was looking forward to the future as we grow and provide a high level of service to our community. He had nothing further to report 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. Annual Report – Davis stated this report is due at the end of last month, but she had been unable to finish it due to some issues uploading files and corrections needed to the YE2020 financials.
3. DOE Hanford PILT – Davis reported that the County Treasurer sent a letter to DOE regarding the PILT and the District's portion was \$275,510.06. She stated that, historically, DOE could not be counted on to make the payment. The letter was provided in the packet for reference.

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

**Unfinished Business:**

1. Facilities –
  - a. Station Report
    - i. Progress Report – Noonchester reported that the letter had been sent to MH Construction per the Board's direction and per legal counsel. He stated he received a phone call the next morning from the president of the company. There was discussion on the detail of the call. He also reported that the Fire Marshal had been to the site the previous day and he planned to contact the Building Department to issue a temporary certificate of occupancy. He didn't know how long it would take the Building Department to issue it. There was discussion on the outstanding items yet to be completed and which items were holding up occupancy. Potentially, he said we could move in later in the week. Noonchester stated he had spoken with WA DOT regarding SR 243 S access and he has started the process for signs, lights, and turn lanes. There was more discussion on the progress and expectations.
2. Grants –
  - a. FEMA AFG Apparatus Replacement Grant – Davis reported that FEMA has been doing the final review of the grants and has started to make awards, but the process was reported to be halted for a few weeks and awards were to be completed by the end of August.
  - b. SCBA Grant – Davis stated that the grant was amended by FEMA and another year was added.
3. Policy Reviews and Updates – Noonchester reported that he had reviewed some policies and was working through them as well as the procedures. Davis recapped the agreement with Brian Snure to review and update policies in the future.
4. Strategic Planning Workshop – Noonchester stated he found some previous strategic planning data and will review it for the workshop in the fall.

There were no additional unfinished business items.

**New Business:**

1. New Ambulance – Davis reviewed the budget for remounting 898. Noonchester stated that ambulance replacements need to be planned for new to keep them updated. There was discussion on the options for chassis. Braun NW is scheduled to visit at the end of the month to provide an updated quote and options.
2. Senate Bill 1310 – Noonchester explained that this bill was regarding law enforcement's "use of force" and would impact fire and EMS responses. He stated that we would not have law there

on some calls. There was discussion on the topics and Noonchester stated he would update the Board at the August meeting.

3. **Staffing** – Noonchester stated he had looked at the org chart and he thought it looked good. He stated he wanted to add a sixth firefighter/EMT to have true A, B, and C shifts. He said they would help cover each other for time off. He then stated he wanted to implement a resident program shortly after bringing the sixth person on. Commissioner Brixey asked about a timeframe for the plan. Noonchester replied that we work with PST and he wants 6-10 candidates. He would use a view panel of volunteers, staff, and administration for the first screening, which would take about four to six weeks from posting the opening to hiring the person. Davis spoke about budget and the SAFER grant information. The Board consensus was to move forward with the plan. Noonchester stated that FFs Cruz and Hudson had worked on a resident program, which was a great start. Commissioner Nesbit asked how a resident program would work and Noonchester explained. There was discussion.
4. **Resolutions** – Davis stated that after receiving the June financials, she advised to transfer funds according to Policy 5.1.2 Funds Management.
  - a. Resolution 2021-002 Funds Transfer from General Fund to Reserve Fund in the amount of \$475,389.43. A motion was made to approve the Resolution as presented. **Motion: Parker. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.
  - b. Resolution 2021-003 Funds Transfer from EMS Fund to EMS Reserve Fund in the amount of \$311,640.90. A motion was made to approve the Resolution as presented. **Motion: Kummer. Second: Crain. Motion approved unanimously.** The documents were signed by the Board.
  - c. Resolution 2021-004 Funds Transfer from General Reserve Fund in the amount of \$324,567.40 and EMS Reserve Fund to Building Fund Fund in the amount of \$212,580.38. A motion was made to approve the Resolution as presented. **Motion: Kummer. Second: Crain. Motion approved unanimously.** The documents were signed by the Board.

**Additional Business:** None


Commissioner Nesbit asked if there was a need for an Executive Session. Commissioner Kummer requested five (5) minutes to discuss Governmental Relations. Commissioner Nesbit announced that the Board would go into Executive Session for 5 minutes per RCW 42.30.110(1)(f) to discuss Governmental Relations. Executive Session from 17:34 to 17:39. No decisions were made. The regular meeting resumed at 17:39.


**Announcements & Upcoming Events**


1. Next meeting: July 13, 2021 at 16:00 via Zoom and in person.

There being no further business before the Board, the meeting was adjourned at 17:44 hours.

  
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Board Chair

  
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District Secretary

  
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Date

  
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Date

