



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 September 12, 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 16:00 by Board Chair Debra Crain.

The Pledge of Allegiance was spoken.

Commissioners present: Debra Crain, Paul Parker, and Scott Nesbit. Before the meeting, Commissioner Richard Kummer's wife called to say he was ill and Commissioner Russell Brixey texted to say he was unable to call in from Idaho. Both asked to be excused. A motion was made to excuse Commissioners Kummer and Brixey. **Motion: Nesbit. Second: Parker. Motion approved unanimously.** A quorum was established.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, and EMT Brandy Kirkendall

There were no members of the public to be welcomed and invited to comment. EMT Kirkendall was welcomed and asked if she had any comments. She commented that the department was "way better" now.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Parker. Second: Nesbit. 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 noted a typo in the meeting minutes for the next meeting, which should have been for 9/12/2023. Davis corrected the minutes and initialed the correction and asked Commissioner Crain to do so as well once the consent agenda was approved. Commissioner Crain commented that she like that Chief reviewed and commented on all of the accounts payable invoices. Commissioner Parker asked about the towing bill for T810 and Chief explained the transfer case was still having problems and it was towed to Freightliner in Yakima for repairs. He said the parts were under warranty, but we would have to pay for labor. Commissioner Nesbit asked about the bill to Mattawa Community Medical Clinic and Davis explained that a volunteer went there for the firefighter physical, but got a full physical including labs. She said she would send it to BVFF for reimbursement for their portion. A motion was made to approve the Consent Agenda as presented. **Motion: Nesbit. Second: Parker. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed this written report. Call volume in August: 50 calls - EMS 42, Fire 8; 16 calls under from the same time last year. Chief gave an update on apparatus status and repairs on L81, BR819, T810, and BR829. Chief stated that one resident left the program but would still be a volunteer and his resident position had been filled. Chief reported that the FF1 class had started with classroom lessons here Mondays and Fridays and Saturday lessons and skills at GCFD3's Station 35 in George. He also stated that the WFCFA conference was at the end of October. He reported that the compressor room was still being repaired and the septic system was functional but Think Tank had some more repairs to do. Chief reported that

the DNR computer grant was used to buy a tough tablet and the crews were trying it out in the ambulance until the mounting hardware arrived for his truck. He said most people like it and he's hoping to get more tablets with other grant money. Commissioners Crain and Nesbit asked about patient hand offs to the hospital when the report is electronic. Davis and Chief explained the process used now. Chief gave short updates on the progress of the FEMA SAFER and AFG grant applications and said that a recent Zoom meeting with the grant writer gave us guidance on the SAFER grant that outlined some restrictions we would have to work with. Chief said he needed to give the Board information regarding an issue the Port of Mattawa was having and the District was inadvertently involved. He read the email from the Port as well as his response. There was discussion on the issue. 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 the GEMT data was submitted and there were a few clarifying questions, but the process was going well. She reported that she was contacted by the State Auditor's Office regarding scheduling the 2020-2022 accountability audit sometime between November this year and January next year, but no dates have been confirmed. Davis stated that all of the commissioner's Gmail accounts have been set up except for Commissioner Brixey's account because he's been out of town. She told the commissioners that their login info was in the front of their meeting binders. Davis reminded the Board that she would be out the last week of the month on vacation. She had nothing further and there were no questions.

Unfinished Business:

1. Policy Reviews and Updates –
 - a. Volunteer Handbook – Davis reviewed the document and incorporated comments and suggestions from the legal review. There was discussion on the differences and updates from Brian Snure. A motion was made to approve the Volunteer Handbook as presented. **Motion: Nesbit. Second: Parker. Motion approved unanimously.**
 - b. Travel, Per Diem, and Reimbursement Policy – Davis stated she asked Brian Snure for this policy if he had one, which he did. There was discussion on the details and it was tabled until next month. The Board agreed that the Ambulance Meals policy should be a separate policy.
2. Strategic Planning Updates
 - a. Facilities Updates – None
 - b. Apparatus & Equipment Updates – None
 - c. Staffing Plan – Davis reminded the Board that, as part of the SAFER grant application, a volunteer recruitment and retention plan and marketing plan needed to be developed. She provided the Board with a draft document last month for them to review and provide comments at this meeting. There was discussion and Davis was asked to talk with the grant writer about when it needed to be approved.

New Business: None

Additional Business: None

Executive Session: None

Announcements & Upcoming Events

1. Know Your Neighbor: 9/20/2023 at 2:00 pm at the Desert Aire Club House. Chief mentioned that he would be attending to talk about the FEMA Firewise Community program with DNR grant funds.
2. First Responder Appreciation Dinner: 9/20/2023 at Station 81 at 5:30 pm
3. Next regular meeting: October 10, 2023 at 16:00 via Zoom and in person.
4. Chief stated he forgot to report that the Community Assistance Fund, Volunteer Association, and Union donated a dinner for four for a Senior Center Fund Raiser. B Shift cooked the meal on September 11 and it went over very well.
5. Commissioner Crain asked if Chief knew about the proposed soccer field. Chief said the Port received a grant for it. There was discussion on the project.

There being no further business before the Board, the meeting was adjourned at 17:42 hours.



Board Chair



District Secretary

10-10-23

Date

10/10/2023

Date