



## 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 December 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, Scott Nesbit (via Zoom), and Russell Brixey. A quorum was established.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis (via Zoom)

There were no members of the public to welcomed and invite to comment.

The agenda was reviewed. A motion was made to approve the agenda with a correction to next month's meeting date. **Motion: Brixey. Second: Parker. 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 that the volunteer stipends included the monthly stipends as well as the year end call back and training stipends. A motion was made to approve the Consent Agenda as presented. **Motion: Parker. Second: Brixey. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Chief reviewed this written report. Call volume in November: 42 calls - EMS 33, Fire 9; 33 calls under from the same time last year. Chief gave an update on apparatus status and repairs on L81, E811 and E821, and BR829 then he reported that the military tow truck from DNR had arrived. Chief reported that the job posting was open until the end of the month to back fill the vacancy that FF/EMT Ross Massey's departure leaves. He stated that two new residents started last week and they were going through their initial training. He reported that he attended the funerals of past members Rollan Troxel and Lynn Lindsey. Chief reported that the FF1 practicals were postponed until the first of the year and the EMT class starts January 4, 2024. Chief reported that the air compressor was serviced, but is still having issues due to the water damage and the repairs are under the insurance claim. Chief stated that the HVAC vendor is coming to look at our system and will help develop a plan to make it work better on cold days. He stated he has new lights for Station 82. Chief reported that he's applying for some DNR grants and will know more about them next year. 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 stated that the accountability audit process has started and the SAO engagement letter is in the packets and it will need the Chair's signature. There was discussion on the audit process and costs. Commissioner Crain asked about the Medicare reporting and Davis stated that she is working with PCG on it. She had nothing further and there were no questions.

**Unfinished Business:**

1. Policy Reviews and Updates – None
2. Strategic Planning Updates
  - a. Facilities Updates – None
  - b. Apparatus & Equipment Updates – None
  - c. Staffing Plan – None

**New Business:**

1. Contract for Engineering Services – Davis reviewed the contract for services for the garage/shop building. A motion was made to authorize Chief Hyndman to execute the agreement. **Motion: Brixey. Nesbit: Brixey. Motion approved unanimously.**
2. Resolution 2023-004 EMS Levy for Six Years – There was discussion on the history of the EMS Levy. A motion was made to approve Resolution 2023-004 EMS Levy for Six Years as presented. **Motion: Nesbit. Second: Parker. Motion approved unanimously.**

**Additional Business:**

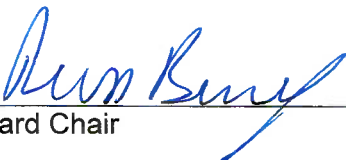
1. Administrative Salaries – Davis reminded the Board that cost-of-living increases were budgeted for herself and Chief, but the Board needed to vote on giving them. A motion was made to give Chief Hyndman a cost-of-living increase from \$105,000 annually to \$110,000 annually effective January 1, 2024. **Motion: Brixey. Second: Nesbit. Motion approved unanimously.** A motion was made to give District Secretary Davis a cost-of-living increase from \$84,357 annually to \$87,500 annually effective January 1, 2024. **Motion: Nesbit. Second: Parker. Motion approved unanimously.**
2. Commissioner Meeting Stipend – Davis informed the Board that their meeting stipend would be increased from \$128 per day to \$161 per day effective January 1, 2024


**Executive Session:** None

**Announcements & Upcoming Events**

1. Next regular meeting: January 9, 2024 at 16:00 via Zoom and in person. Election of Chair and Vice Chair. Commissioner Nesbit said he'd be out of town, but would try to attend by Zoom.
2. Winter Festival: December 14, 2023

There being no further business before the Board, the meeting was adjourned at 16:44 hours.

  
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Board Chair

  
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District Secretary

1-9-23  
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Date

1/9/2024  
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Date