



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 8, 2025. 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 16:05 by Chair Commissioner Scott Nesbit.

The Pledge of Allegiance was spoken.

Commissioners present: Scott Nesbit, Joshua Seanard (Zoom), Richard Jenkin (at 16:15), and Debra Crain. A quorum was established.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, Christian Robbins

There were no members of the public in attendance to be welcomed and invited to comment.

Approval of Agenda: The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Crain. Second: Seanard. Motion approved unanimously.**

Consent Agenda: The Consent Agenda with Vouchers, Payroll, and Transactions was reviewed. 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 was made available to the Board. Davis noted that the volunteer payroll reports included payroll for one of the residents who turned in his shift report late and one volunteer shift report that was missed. Commissioner Crain asked about the J. T. & Company invoice and Chief explained that it was for shipping equipment and DNR had already reimbursed us for it. A motion was made to approve the Consent Agenda as presented. **Motion: Crain. Second: Seanard. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed his written report. Call volume in June: 57 calls - EMS 45, Fire 12; this is about 3.6% higher than this time last year. Chief reported on apparatus repairs and maintenance for various apparatus. Chief stated that one paid staffer had started paramedic school and Abraham's pinning was on July 5 and Tristan's would be July 26. He was happy to report that we have had no turnover for over a year now. Chief reviewed the completed trainings and the training schedule. Chief stated he would review the garage project later in the agenda. He gave an update on the HVAC system at Station 81 and the repairs to the bay at Station 82. Chief reviewed the status of the grant applications. Chief stated his shoulder is doing well. He said he had nothing further and there were no questions.

Business Manager/District Secretary's Report: Secretary Davis reviewed her written report and the available financial reports. Davis reported that Umpqua Bank had issues with the signature cards being part electronic and part wet so they needed the signature cards to be re-signed. Davis stated that she and Chief met with our insurance agent yesterday regarding our general insurance and reported that the agent was going to shop around for a better deal. Davis stated she would be on vacation from July 10 through July 15. She had nothing further and there were no questions.

Unfinished Business:

1. Employee Handbook and Policies – Davis reviewed the employment law and relationship trainings she attended in April and May, which prompted her to review the employee handbook which was last updated in 2017. She explained that the old handbook included safety procedures and references to both employees and volunteers. She stated she used the same template she used for the Volunteer Handbook and had it reviewed by Brian Snure prior to the meeting. She reported that Snure suggested more robust policies for nondiscrimination and harassment and drug and alcohol-free workplace, but the language in the draft handbook would suffice. He also suggested a more detailed section on the family medical leave act. Snure provided documents to support his suggestions. Davis requested that the Board take the documents home and bring comments and questions to next month's meeting.
2. Garage Project – Chief reviewed the Request for Qualification (RFQ) documents and explained the next steps for the project. Davis reviewed the proposed schedule for the public notice and stated there would be a special meeting on Tuesday, August 5, 2025 at 16:00 to open the submitted packages. There was discussion on the details. A motion was made to authorize publishing the RFQ documents. **Motion: Seanard. Second: Crain. Motion approved unanimously.**

New Business: None

Additional Business: None

Executive Session: None

Announcements & Upcoming Events

1. Next regular meeting: August 12, 2025 at 16:00 via Zoom and in person.
2. Special Meeting for opening RFQ submissions: August 5, 2025 at 16:00.

There being no further business before the Board, the meeting was adjourned at 16:53 hours.

Board Chair

District Secretary

Date

Date