Grant County Fire District No. 8
20643 Rd 22.5 SW
Mattawa, WA 99349
(509) 932-4777
Fax (509) 932-4747

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 October 14, 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 16:00 by Chair Commissioner Russell Brixey.

The Pledge of Allegiance was spoken.

Commissioners present: Russell Brixey, Scott Nesbit, Richard Jenkin, and Debra Crain. A quorum was established. A motion was made to excuse Commissioner Josh Seanard who was on vacation. **Motion: Nesbit. Second: Jenkin. Motion approved unanimously.**

Others present: Chief Matt Hyndman, District Secretary Barbara Davis

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: Jenkin. Second: Crain. 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. Commissioner Jenkin asked about the Rescue NW and Moon Security bills. Chief replied that Rescue NW supplied carabiners for ropes rescue and that Moon Security was the fire system monitoring company. A motion was made to approve the Consent Agenda as presented. **Motion: Crain. Second: Jenkin. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed his written report. Call volume in September: 52 calls - EMS 42, Fire 10; this is about 3% higher than this time last year. Chief reported on apparatus repairs and maintenance. Chief reported that Blake Fuller resigned with his last day being October16. He stated that the hiring process was currently underway and he would be interviewing the top candidates on Thursday. Chief reviewed the completed trainings and the training schedule. Chief reviewed the garage project progress and work party plans for Station 82. Chief reviewed the status of the grant applications. There was discussion on the federal government shut down and its effects on the FEMA grant process. Chief reminded the Board of the WFCA conference later this month. 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 she spoke with the Department of retirement services regarding Resolution 2025-004 signed in August to allow volunteers to participate in DCP. She reported that she was told the resolution wasn't necessary because the District already had a DCP account. If volunteers chose to participate, DPC would create a separate reporting period for them. Davis suggested the Board consider rescinding Resolution 2025-004 Deferred Compensation Program Participation. A motion was made to rescind Resolution 2025-004 Deferred Compensation Program Participation. **Motion: Crain. Second: Nesbit. Motion approved unanimously.** Davis reported that she attended a records retention class at District 3 and learned the state retention schedule had been updated in several areas so she would be reviewing the archives accordingly. Davis said she had nothing further and there were no questions.

***Unfinished Business*:**

1. Lexipol Proposal – Davis reviewed the history and updated proposal. There was considerable discussion on the value of the program and the cost of implementing it. A motion was made to accept the proposal and authorize Davis to proceed with implementation. **Motion: Nesbit. Second: Jenkin. Motion approved unanimously.**

***New Business*:**

1. 2026 Draft Operating Budget – Davis reviewed the draft budget then recommended a special meeting budget workshop. After discussion, it was agreed that the workshop would be held Tuesday, October 28, 2025, at 16:00. Commissioner Nesbit stated he would be in Alaska but would attend by Zoom if he could.
2. POL 5.1.5 Credit and Fuel Card Use Policy – Davis reviewed the current and proposed new policies as well as the reasons for updating the policy. There was discussion on the details, and a motion was made to approve the draft policy as presented. **Motion: Jenkin. Second: Crain. Motion approved unanimously.**
3. Updates to Employee, Volunteer, and Resident Handbooks – Davis and Chief discussed recent incidents regarding the code of conduct, visitors to Station 81 after hours, and personnel in close relationships on duty at the station overnight. Davis explained that the Code of Conduct added to all three handbooks was based on the current Code of Conduct and adapted from the Firefighter Code of Ethics developed by the National Society of Executive Fire Officers. The language regarding personnel in close relationships on duty overnight at the station and regarding visitors was adopted from SOP 4.5.20 Temporary Quarters Procedure approved February 13, 2018. She stated that these additions to the manuals were not new policies or procedures, but she and Chief agreed that they should be in the handbooks. There was discussion on the details. A motion was made to approve the updates to the Employee, Volunteer, and Resident Handbooks as presented. **Motion: Crain. Second: Jenkin. Motion approved unanimously.**

Executive Session: None

Announcements & Upcoming Events

1. Next regular meeting: Wednesday, November 12, 2025, at 16:00 via Zoom and in person. Changed from Tuesday, November 11, 2025 because of Veteran's Day.
2. WFCA Conference: Wednesday, October 22, 2025, to Saturday, October 25, 2025
3. Trunk or Treat: Wednesday, October 29, 2025 in Mattawa and Friday, October 31, 2025 in Desert Aire.

There being no further business before the Board, the meeting was adjourned at 17:19 hours.

Ronald D Brn [signature]	[signature]
Board Chair	District Secretary
11-12-25	11/12/2025
Date	Date