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 August 11, 2026. 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 Debra Crain.

The Pledge of Allegiance was spoken.

Commissioners present: Debra Crain, Richard Jenkin, Joshua Seanard, and Scott Nesbit. A quorum was established.

Others present: Chief Matt Hyndman, Assistant Chief Les Sandstrom, District Secretary Barbara Davis, Bill Kennamer

There were two members of the public in attendance via Zoom who were welcomed and invited to comment. There were no comments.

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

Appointment and Oath of Office for Commissioner #5: Davis explained Appointment and Oath of Office form provided by the county elections office. Commissioner Crain read the Appointment, then Mr. Kennamer took his oath of office. Everyone congratulated Commissioner Kennamer on his appointment. The document was signed and returned to Davis to file with the county.

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. There was discussion on some of the AP vouchers. A motion was made to approve the Consent Agenda as presented. **Motion: Nesbit. Second: Jenkin. Motion approved unanimously.** The documents were signed by the Board.

Chief's Report: Chief reviewed his written report. Call volume in July: 83 calls - EMS 54, Fire 29; this was about 2% more than this time last year. There was discussion on the call volume and significant fires in the District and region. Chief provided an update on apparatus repairs and maintenance as well as an update on the new command truck. Chief reported that he went to California last week to pick up tires that were military surplus. He stated that the DNR Ops grant had remaining funds that could be used for an UTV for rescues. The details were discussed. Chief stated that two people were interviewed for the open resident positions and they may both be starting next week. He also stated the mechanic position was posted yesterday. Chief provided a garage project update. He reported that various small projects are taking place around all stations and rock was delivered along the east entrance of Station 81. He stated that there were issues with the metal siding and rock at Station 82 because they were discontinued long ago and options for the repair were discussed. Chief stated that he was working with one of our fuel vendors to have fuel tanks at the garage. He stated they have an electronic monitoring system that includes a phone app, which is about $6,200 to purchase. It provides proper controls and reports. There was discussion on the details. Chief reported on bay door repairs at Station 81. Chief announced that National Night Out is this Thursday at Mattawa Hund Park and he is still waiting to hear back on the AFG grant. He said he had nothing further. Commissioner Seanard

asked about the UTV timing and Chief replied that he should hear back in a week to two weeks. He said DNR needs to spend the grant funds by the end of the year and there is about $10,000 remaining for the Ops Grant. Commissioner Kennamer asked about the reporting procedure for vehicle accidents and Chief explained. There was discussion on the EVIP program from WFC that is endorsed by WSP. There were no further questions.

Assistant Chief's Report: Chief Sandstrom reviewed his written report. Chief reviewed the Lexipol Policy Manual, the creation of a Probation Manual for new hires (FF/EMT Roberts assisting), PSTrax for asset management and vehicle checks (FF/EMT Gonzalez assisting), the EVIP/Driver Program (FF/EMT Sanchez assisting), as well as the onboarding process for new volunteers, residents, and career staff. There was discussion on the details. Chief reported that all career staff, including himself and Chief Hyndman, are EVIP Instructors. Chief reviewed the training schedule and reported that the Columbia River Fire Academy (CRFA) would start at the end of the month. He outlined what CRFA started out as and how its program development has progressed over the years. There was discussion on the details. Chief reported that he attended the Washington Traffic Incident Management Coalition train-the-trainer course and members are completing Emergency Responder Traffic Safety courses. Chief 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. There was discussion on the ambulance billing reports and related EMS operations. There was discussion on the reconciliation process for ambulance service payments. Davis reported that the 2023-2025 Accountability Audit process had been started and the audit would be scheduled before the end of the year. Davis suggested that the 2027 budget planning process and planning workshop take place in September rather than October. There was discussion and it was decided to hold the special meeting/workshop on Tuesday, September 29, 2026, beginning at 16:00. Davis stated this year marks the 5th anniversary of dedicating the new Station 81 to the community on September 11. She asked the Board if they wanted to have an open house for the community. There was discussion and it was decided to have one from 16:00 to 19:00 and serve burgers and hot dogs. Davis reported that Brian Snure was hosting a pre-conference laws update seminar on Wednesday, October 21, 2026, before the Washington Fire Commissioners Association conference. She stated she was going to sign up for the Zoom version and recommended that Commissioner Kennamer attend. He said he could do that and Chief Sandstrom stated he would attend as well. She reported that she had signed up for an employment compliance and workplace civility training in November to stay up to date with her human resources knowledge base. She stated she had nothing further and there were no questions.

***Unfinished Business*:** Davis apologized to the Board and stated she had put the job descriptions first in their books instead of the Lexipol policies.

1. Lexipol Knowledge Management System (KMS) Policies – Davis recapped the Lexipol Policy Manual process and policies presented for approval. There was discussion on the ten policies presented last month. Commissioner Jenkin stated he wanted Policy 1028 Workplace Violence to be reviewed and modified. He stated the first sentence in paragraph 1028.3 was fine, but the remainder of that section needed to be removed. There was discussion on the details and the rest of the Board agreed. A motion was made to approve Policies 100, 101, 102, 608, 610, 611, 1010, 1027, 1028 as amended, and 1030. **Motion: Jenkin. Second: Nesbit. Motion approved unanimously.** Davis stated the next batch of ten policies was included in their packet. There was discussion on the number of policies to be approved and how long the approval process could take. Chief Sandstrom recommended that the Board delegate approval of the chapters for General Operations, Fire Prevention, EMS, and Safety to Chief for approval. There was discussion on this and Commissioner Nesbit recommended bringing any policy to the Board for review if more guidance was needed. A motion was made to delegate the policy chapters for General Operations, Fire Prevention, EMS, and Safety to Chief for approval. **Motion: Kennamer. Second: Nesbit. Motion approved unanimously.**

2. Job Descriptions – Business Manager-District Secretary and Office Assistant Job Descriptions – Davis provided copies of the job descriptions with the attorney's comments and stated that the job descriptions had been reviewed multiple times by the chiefs and herself, as well as the attorney. She requested that the Business Manager/District Secretary be effective October 1, 2026, so she could have 14 years of service credits in LEOFF2. She explained that the current job description requires her to be an EMT, so she qualifies for LEOFF2. She was instructed to go on at least one call in August and September. A motion was made to approve POL 4.1.12 Business Manager/District Secretary Job Description as presented effective October 1, 2026. **Motion: Nesbit. Second: Seanard. Motion approved unanimously.** A motion was made to approve POL 4.1.13 Office Assistant Job Description as presented. **Motion: Kennamer. Second: Jenkin. Motion approved unanimously.**

3. Fire Chief and Assistant Chief Job Descriptions – There was discussion on these job descriptions. The Board would like to see draft revisions soon.

New Business: None

Additional Business: None

Executive Session: None

Announcements & Upcoming Events

1. Next regular meeting: September 8, 2026, at 16:00 via Zoom and in person.
2. Open House: September 11, 2026, from 16:00 to 19:00.
3. Special Meeting: Budget Workshop, September 29, 2026, at 16:00.

There being no further business before the Board, the meeting was adjourned at 17:55 hours.

Board Chair	District Secretary
9-8-2026	9/8/2026
Date	Date