



## 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 March 11, 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.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, Josh Seanard, Lynn Barajas, and Battalion Chief Doug Anderson

The members of the public in attendance were welcomed and invited to comment. No comments.

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

**Executive Session:** Commissioner Brixey announced that the Board would go into Executive Session to review the qualifications of the candidates for the open commissioner position per RCW 42.30.110(1)(g). He stated the Executive Session would be for ten (10) minutes. Executive Session from 16:21 to 16:31. No decisions were made. The regular meeting resumed at 16:31. A motion was made to appoint Josh Seanard as Commissioner #1. **Motion: Brixey. Second: Nesbit. Motion approved unanimously.** The Board thanked Lynn Barajas for her interest in a commissioner position and encouraged her to express her interest in potential future open positions.

Commissioner Seanard took his Oath of Office. The Board congratulated and welcomed him.

**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. 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 February: 36 calls - EMS 32, Fire 4. Chief reported on apparatus repairs and maintenance for various apparatus and he outlined recent acquisitions from DNR. Chief stated the open resident position had been filled. Chief reviewed the training schedule and stated that Hermilo Tlatelpa and Monica Pozos completed their IFSAC Firefighter 1 certifications. Chief stated that Monica was the first female volunteer to achieve this level of certification. Chief stated the bid for the shop has been posted. Chief gave an update on the HVAC system. Chief reviewed the status of the DNR grant awards and applications, as well as the FEMA apparatus grant application. Chief announced that he was scheduled for shoulder surgery April 21, 2025 and would be on four to 6 months of light duty. He reported that the DNR FEPP audit was

scheduled for March 18, 2025 and the Volunteer Awards Dinner and golf tournament will be Saturday, April 12, 2025. There was discussion on the dinner and golf event. Chief said he had nothing further. There were no questions.

**Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report and the financial reports. Davis reported that she was working with our check vendor and the County Treasurer's office to be prepared for the new positive pay system for April payables. Davis stated that Central Bonded Collectors was merging with Dynamic Collectors, Inc., who would be taking over our collections account. There was discussion on the details. Davis reported that she updated the website and added a "governance" tab and moved the Board of Commissioner's information to that tab. Davis recommended the Board pass a motion to remove Paul Parker and Richard Kummer from and add Richard Jenkin and Josh Seanard to the District bank accounts. A motion was made to remove Paul Parker and Richard Kummer from and add Richard Jenkin and Josh Seanard to the District bank accounts. **Motion: Nesbit. Second: Crain. Motion approved unanimously.** Davis reported that she was finally successful in increasing the credit card account's credit limit from \$6,000 to \$25,000. Davis stated she was enrolled in some employment webinars from Brian Snure at the end of April and in May. She suggested that the employee handbook as well as the volunteer handbook would need to be updated as a result of the new information. She had nothing further and there were no questions.

#### **Unfinished Business:**

1. Strategic Planning Workshop - Davis reminded the Board that the date had been changed from March 18, 2025 to Tuesday, March 25, 2025.

#### **New Business:**


1. Volunteer Handbook Update – Davis stated that a "per diem shift stipend" had been added to the compensation section of the volunteer handbook. Chief explained that the new CBA allowed qualified volunteers and residents to fill an open career shift if no career employees were able to take it. There was discussion then a motion was made to adopt the Per Diem Shift Stipend language to the Volunteer Handbook. **Motion: Crain. Second: Seanard. Motion approved unanimously.**
2. Proposed Budget Amendment – Davis presented the proposed 2024 budget amendment and explained that most of the changes incorporated the correct beginning balances, newly awarded grant revenue, and adjusted a few expense lines to account for the grant revenue. A motion was made to approve the proposed 2024 budget amendment as presented. **Motion: Nesbit. Second: Jenkin. Motion approved unanimously.**

#### **Additional Business:**

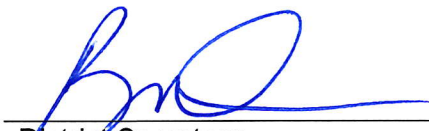
#### **Announcements & Upcoming Events**


1. Next regular meeting: April 8, 2025 at 16:00 via Zoom and in person.
2. Strategic Planning Workshop: March 25, 2025 at 16:00 via Zoom and in person.
3. Awards Dinner and Golf Tournament: April 12, 2025 – golf at 13:00, social hour at 17:00, dinner at 18:00, awards following dinner.
4. Spring Open House: Davis suggested a spring open house to allow the public to thank Mr. Parker and Mr. Kummer for their service as commissioners and to meet the two new commissioners. Date to be determined.

There being no further business before the Board, the meeting was adjourned at 17:38 hours.

  
Board Chair

  
Date

  
District Secretary

  
Date