



## Grant County Fire District No. 8

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### Board of Commissioner Special Meeting Minutes

The special meeting of the Board of Fire Commissioners of Grant County Fire Protection District No. 8 (District) was held on May 26, 2026, for the purpose of reviewing, modifying, and approving job descriptions and policies. The meeting was held in person and via Zoom and information for the public to participate was posted on our website and at the main station May 14, 2026. The meeting was recorded by Zoom.

The meeting was called to order by Commission Chair Debra Crain at 16:00 hours.

The Pledge of Allegiance was spoken.

Commissioners present: Debra Crain, Richard Jenkin, and Josh Seanard. A quorum was established. Commissioners Nesbit and Brixey were absent by excuse. A motion was made to excuse Commissioners Nesbit and Brixey. **Motion: Jenkin. Second: Seanard. Motion approved unanimously.**

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

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

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

**Job Descriptions:** Chief stated that he and AC Sandstrom reviewed the Business Manager and Office Assistant job descriptions but did not have time to review more of them. He discussed the organizational chart as well. He discussed the redistribution of responsibilities following organizational changes, explaining that registered personnel approval and training coordination are now handled by AC Sandstrom, while Chief, AC Sandstrom, or Davis manages room bookings and lodging arrangements.

- 1. Business Manager/District Secretary:** Chief led the discussion through marked-up documents showing proposed changes, including the removal of emergency response duties and the redistribution of some responsibilities between different positions. The group discussed specific modifications to various sections, particularly around human resources functions, training requirements, and administrative duties. The group debated the timing for distributing meeting minutes, with Davis initially suggesting 5 business days but agreeing to adjust to approximately one week after meetings to better align with memory retention needs. The discussion concluded with agreement that meeting minutes should be distributed within a week of the meeting, while agendas could follow a different timeline. They agreed to take the documents home for further review and comparison with current practices before approving final versions at the next meeting.
- 2. Office Assistant:** Chief led the discussion through marked-up documents showing proposed changes. There was discussion on additional training for the various duties and responsibilities. They agreed to take the documents home for further review and comparison with current practices before approving final versions at the next meeting.

**Policies:** Davis logged into Lexipol to show the Board how the program works. AC Sandstrom discussed the process of policy review, modification, and approvals.

**Next steps**

- Davis: Print updated, cleaned-up versions of the Business Manager and Office Assistant job descriptions (with agreed-upon deletions, moves, and edits) for commissioners to review before the next meeting.
- Davis: Make noted changes to job descriptions (e.g., move training/public relations bullet in Office Assistant description, update age requirements to 18, correct redundant/contradictory language, and update physical requirements consistently).
- Davis: Send out new versions of the job descriptions to commissioners a few days before the next meeting to allow for review and comparison.
- Davis: After commissioner’s approval, send final job descriptions to legal for review.
- AC Sandstrom and Davis: Continue updating and cleaning up policies in the Lexipol system, hiding, or removing boilerplate policies not applicable to the district, and preparing for eventual rollout and tracking of policy acknowledgments.
- Once final job descriptions are approved, analyze current salary for Business Manager position against relevant market data and present findings to commissioners for potential salary adjustment.
- Davis: Update retirement system classification for Business Manager/Office Manager position to reflect removal of first responder duties, ensuring correct contribution rates and system (LEOFF to PERS as appropriate once new job description is approved).

**Additional Business:** AC Sandstrom is attending Region 6 EMS Council meeting later tonight and participating in the discussion regarding the new Medical Program Director for Grant County. There was discussion on the potential improvements with a different set of protocols.

There being no further business before the Board, the meeting was adjourned at 17:15 hours.

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Board Chair

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District Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date