



## 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 August 12, 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 Vice Chair Commissioner Scott Nesbit.

The Pledge of Allegiance was spoken.

Commissioners present: Scott Nesbit, Russell Brixey (Zoom), Joshua Seanard, Richard Jenkin (at 16:14), and Debra Crain. A quorum was established.

Others present: Chief Matt Hyndman, District Secretary Barbara Davis, FF/EMT Christian Robbins, Resident FF/EMT Cameron Gumke, FF/EMT Blake Fuller

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. A motion was made to approve the Consent Agenda as presented. **Motion: Seanard. Second: Crain. Motion approved unanimously.** The documents were signed by the Board.

**Chief's Report:** Chief reviewed his written report. Call volume in July: 62 calls - EMS 43, Fire 19; this is about 4% higher than this time last year. Chief reported on apparatus repairs and maintenance for various apparatus. Chief stated he had nothing new to report on personnel. 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 repairs to the bay at Station 82. Chief reviewed the status of the grant applications. Chief stated he was back to full duty. 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 and Chief received quotes for our general insurance and then stated we would be renewing with Volunteer Firemen's Insurance Service for a \$30,000 savings. She stated the main differences were higher deductibles, which all carriers were using, and the full document was in the Google Drive. Davis reported that the State Deferred Compensation program was now available to volunteers and the board would need to pass a resolution to enable this benefit. A motion was made to approve Resolution 2025-004 for the Deferred Compensation Program. **Motion: Jenkin. Second: Seanard. Motion approved unanimously.** The document was signed by the Board. Davis stated she had nothing further and there were no questions.

### ***Unfinished Business:***

1. Employee Handbook – Davis reviewed the Employee Handbook updates and there was discussion on various sections. Davis stated she would update the handbook with references to the non-discrimination and harassment policy and drug and alcohol-free workplace policy if they were approved. A motion was made to approve the Employee Handbook as presented.  
**Motion: Jenkin. Second: Seanard. Motion approved unanimously.**
  - a. Non-Discrimination and Harassment Policy - Davis presented POL 4.5.10 Non-discrimination and Harassment Policy as recommended by Brian Snure, attorney. She stated the presented policy was substantially the same draft document from Mr. Snure, but formatted and updated with the appropriate references to Chief, Human Resources, etc. She stated that two outdated policies were being replaced by this one policy. There was a small amount of discussion then a motion was made to approve POL 4.5.10 Non-discrimination and Harassment Policy as presented. **Motion: Seanard. Second: Brixey. Motion approved unanimously.**
  - b. Drug & Alcohol-Free Workplace Policy - Davis presented POL 4.5.16 Drug & Alcohol-Free Workplace Policy as recommended by Brian Snure, attorney. She stated the presented policy was again substantially the same draft document from Mr. Snure, but formatted and updated with the appropriate references to Chief, Human Resources, etc. She stated that the outdated controlled substance use policy was being replaced by this more comprehensive policy. There was a small amount of discussion then a motion was made to approve POL 4.5.16 Drug & Alcohol-Free Workplace Policy as presented.  
**Motion: Jenkin. Second: Brixey. Motion approved unanimously.**
2. Garage Project – Chief reviewed the Request for Proposal (RFP) process and stated that the short-listed contractors were given until August 22, 2025 at 5:00 PM to submit their proposals. A special meeting will be held August 26, 2025 at 4:00 PM to review the proposals and choose a contractor for the design/build project. Davis stated she would put the proposals in the meeting folder on Google Drive once they are received then notify the commissioners by email when they are available to review.

***New Business:*** Davis presented the Board with a proposal from Lexipol for an online policy and procedure manual and went on to discuss how the program would benefit the management. There was discussion on the details. Commissioner Nesbit recommended the subject be tabled until more research can be done. Davis suggested setting up a demo for the Board during the August 26, 2025 special meeting and the Board agreed this would be beneficial.

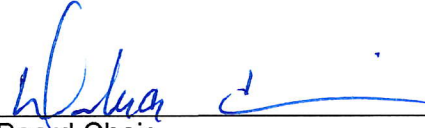
***Additional Business:*** None


***Executive Session:*** None


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

1. Next regular meeting: September 9, 2025 at 16:00 via Zoom and in person.
2. Visit from Rep. Tom Dent on September 11, 2025 at 09:30 for a tour of the station and discussion on wildland protection.
3. Special Meeting for opening RFP submissions and Lexipol demo: August 26, 2025 at 16:00.

There being no further business before the Board, the meeting was adjourned at 16:51 hours.

  
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Board Chair

  
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District Secretary

  
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Date

  
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Date