



## 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 at Fire Station 81, 510 E Government Road, Mattawa, WA on February 9, 2016 and was called to order by Commission Vice Chair Russell Brixey at 1554 hours. The meeting was recorded.

The Pledge of Allegiance was led by Richard Kummer.

Commissioners present: Paul Parker, Scott Nesbit, Richard Kummer, and Russell Brixey. Commissioner Debra Crain emailed the Board that she would not be attending the meeting and asked to be excused. A motion was made to excuse Commissioner Crain's absence. **Motion: Kummer, Second: Nesbit. Motion approved unanimously.** A quorum was established.

Others present: Fire Chief Dave Patterson and District Secretary Barbara Davis.

There were no members of the public in attendance to recognize, welcome, and invite to comment.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Kummer, Second: Nesbit. Motion approved unanimously.**

The Consent Agenda with Vouchers, Payroll, and Transactions was reviewed. Review and Approve Vouchers, Payroll, and Transactions: 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 had been made available to the Board. There were no transactions to review. There was discussion regarding several expenditures. A motion was made to approve the Consent Agenda as presented. **Motion: Kummer, Second: Nesbit. Motion approved unanimously.** The documents were signed by the Board members.

**Chief's Report:** Chief Patterson reviewed his written report.

1. Call Volume - Chief reported call volume was 35 EMS calls and 5 fire calls.
2. Volunteer Appreciation Dinner - Held Saturday, 1/23/16, the Desert Aire Clubhouse. Reports were that the food was good, nearly everyone was there, and everyone enjoyed himself or herself. The room was more suited to the group and preparing the food ourselves saved a lot of money.
3. Wildland Gear - The PPEs purchased last year have arrived and will be issued after Red Card training is complete.
4. Capital Spending Plan - Chief reported that he ordered the new command and quick response vehicles. He will be meeting with Cascade Fire in the next few weeks to discuss options for the skid pack for the quick response.
5. EMT Class in Mattawa - Probably will not happen this spring due to cost. He is exploring other options.
6. BR 828 - The tank and plumbing are being reconfigured on this truck in house.
7. Apparatus Maintenance - Oil changes have been done on all apparatus except BR 826. Previous records were sporadic and a new system of tracking has been developed.
8. 8100 - Will be installing new tires and getting the front end balanced. Existing tires are probably originals.
9. Facilities Improvements - The men's restroom is being remodeled. The women's will be next.
10. Captain's College - Both captains are enrolled in the WFC Captain's College at the end of the month in Yakima. Chief said he did this training and felt that both captains would benefit from it so they all would be in the same page on leadership.
11. YCDEMS EMT Class - Both captains are enrolled and the course starts in April.
12. Red Card Training - Finished the S-190 prerequisite and now need to create a training plan for the rest.

13. New Probationary Members - Juanita Castillo, Evelyn Barrera, and Raul Puentes have completed their basic requirements to become probationary members. Juanita and Evelyn are interested in becoming EMTs and Raul is interested in becoming a firefighter.

A question was asked about Mireya Loera regarding her status in taking the National Registry Test. Chief said she was to complete some remedial training by the end of December, which she didn't. She will need to retake the class at her own cost. Chief had nothing further to add and there were no further questions.

**Business Manager/District Secretary's Report:** Secretary Davis reviewed her written report.

1. Financial reports were reviewed. There were no questions or further comments.
2. Ambulance Billing - Davis reported that it is still time consuming, but becoming smoother.
3. ImageTrend Software - The ePCR form programming was ongoing. The laptops were delivered mid-January. Installation was tentatively scheduled for the end of this month. Administrative and provider training from ImageTrend is scheduled at the end of this month. Davis and Chief are using the fire and EMS forms this month to work out issues. Chief reported that the fire form is very similar to Firehouse, but more user friendly.
4. The Red Cross Blood Drive on January 26, 2016 went well and the next drive is scheduled for Tuesday, March 29, 2016.
5. Day Off - Davis reported that Commissioner Crain approved her to take a personal day on 2/10/16. There were no additional comments or questions.

**Volunteer Association:** No report

**Committee Reports:**

1. Strategic Planning Committee - Commissioner Kummer reported that he and Commissioner Brixey changed positions in this committee with Commissioner Crain's approval. Brixey is Chair and Kummer is Vice Chair.

**Unfinished Business**

1. Dress Code Policy - The revised policy was reviewed and discussed. A motion was made to accept POL 4.4.2 Dress Code, Uniforms, and Personal Appearance Policy as revised. **Motion: Parker, Second: Kummer. Motion approved unanimously.**
2. Controlled Substance Use Policy - Chief had given a draft of the policy and procedure last month. A formatted version was presented to the Board for review. A question was asked on item #8 of the procedure, regarding refusal of testing. Chief said that refusals would be handled with disciplinary action and he could add this verbiage to that line item. A motion was made to accept POL 4.5.3 Controlled Substance Use Policy as presented. **Motion: Parker, Second: Kummer. Motion approved unanimously.**

There was no further unfinished business.

**New Business**

1. YCDEMS Administrative Interlocal Agreement - Davis said this agreement is renewed each year and the fee schedule had not changed. Chief recommended that the Board approve the agreement. A motion was made to enter into the Administrative Interlocal Agreement with Yakima County Department of Emergency Medical Services. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.**
2. Additional New Business - Commissioner Kummer reported that the Desert Aire Airport Commission is meeting on Thursday this week and he plans to attend the meeting. He said that the Commission has made it illegal to fly drones within a five-mile radius of the airport, except for private airstrips. Additionally, he passed out a schematic the fuel tank location options the Airport Commission is considering. There was discussion on these topics. Commissioner Kummer also discussed the latest WFOA Legislative Blast.

There was no additional new business

Commissioner Brixey asked the Board if they had any items to discuss under Executive Session. There was none.

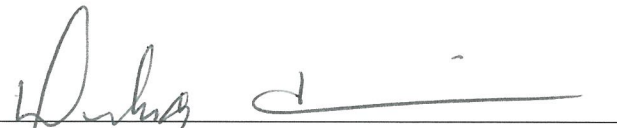
**Announcements & Upcoming Events**

Commissioner Brixey asked the Board if they had any announcements or upcoming events that had not already been mentioned. Commissioner Parker commented that with the increased call volume, he put a positive spin on it that it provided employment for four people. There was discussion on the call volume and nuisance alarm calls at the elementary school. Chief was asked how Captain Hudson is doing and he replied that he is doing very well. He is known and trusted by the volunteers and community.

Commissioner Brixey asked if there was any other business, which there was none.

The next Commissioner's meeting was set for Tuesday, March 8, 2016 at 1600 hours at Station 81 in Mattawa, Washington. Proposed agenda items are 1) Consent Agenda 2) Chief's Report, 3) District Secretary's Report, 4) Volunteer Association Report, 5) Committee Reports, 6) Unfinished Business, 7) New Business, 8) Executive Session, and 9) Announcements & Upcoming Events.

There being no further business to come before the Board, the meeting was adjourned at 1700 hours.

  
Chairman

  
District Secretary