



## Grant County Fire District 7 Board of Commissioners Regular Meeting Agenda

**Date:** November 12th, 2025

**Time:** 6:30pm

**Location:** 155 Wa-28 W. Soap Lake, Wa 98851

### 1) Call to Order

### 2) Pledge of Allegiance

### 3) Roll Call, Establish Quorum

### 4) Recognize and Welcome Public, Invite Public Comments (3 minute time frame)

### 5) Approval of Agenda

### 6) Consent Agenda

- a) Approval of Last Meeting's Minutes
- b) Expense Vouchers Review and Approval
- c) District Credit Card Expenditures
- d) Approval of Grant Rembursements

### 7) Chief's Report

- a) Incidents
- b) Training
- c) Facilities
- d) Fleet
- e) Regional update
- f) Statewide update
- g) New Members

### 8) District Secretary's Report

- a) Cash Balance-
- b) EMS Billing -
- c) Cost Recovery Billing-

### 9) Executive Session

**RCW 42.30.110 Personnel matters:** To evaluate the qualifications of an applicant for public employment or review the performance of a public employee.



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### 10) Old Business

a)

### 11) New Business

- a) Discussion and possible action Utilizing the MSRC vendor list for small works capital projects **resolution #11122025-a**
- b) Discussion and possible action on policy 1040 Paid Time Off
- c) Discussion and possible action on establishing a Standard Tort Claim
- d) Discussion and possible action on approving the 2026 Budget and **resolution #11122025-b**
- e) Discussion and possible action on approving a *Volunteer Firefighter training Captain* Job description and wage.

### 12) Announcements & Upcoming Events

- a)Next Board of Commissioners Meeting: November 12th , 2025
- b)Events - Trunk or Treat October 31st, 2025 Story Time and Safety Day at Soap Lake Library October 6th, 2025
- c)Agenda item requests

### 13) Adjournment



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### **AGENDA ITEM 11a**

- a) Discussion and possible action Utilizing the MSRC vendor list for small works capital projects

### **AGENDA REQUEST**

Chief Erick Brittain

### **PERSON RESPONSIBLE FOR AGENDA ITEM**

Fire Chief

### **AGENDA DESCRIPTION**

Consideration and approval to utilize the MSRC vendor list for small works capital improvement projects, such as the generator, in conjunction with our established procurement policy. This item will allow us to efficiently proceed with necessary projects

### **AGENDA RECOMMENDED MOTION**

Motion to approve to utilize the MSRC vendor list.

### **ATTACHMENTS**

**See attachment**



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**AGENDA ITEM 11b**

b) Discussion and possible action on policy 1040 Paid Time Off

**AGENDA REQUEST**

Chief Erick Brittain

**PERSON RESPONSIBLE FOR AGENDA ITEM**

Chief Brittain

**AGENDA DESCRIPTION**

This Paid Time Off (PTO) policy is designed to provide compensation for time away from work for vacation, personal time, illness, and family care needs. This policy meets or exceeds all minimum requirements under Washington state law, including the Paid Sick Leave Act.

**AGENDA RECOMMENDED MOTION**

Motion to approve the PTO Policy 1040

**ATTACHMENTS**

SEE ATTACHMENT



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**AGENDA ITEM 11c**

- c) Discussion and possible action on establishing a Standard Tort Claim

**AGENDA REQUEST**

Chief Erick Brittain

**PERSON RESPONSIBLE FOR AGENDA ITEM**

Chief Brittain

**AGENDA DESCRIPTION**

To establish a procedure to provide necessary information when required for claims for damages against Grant County Fire District 7. Grant County Fire District #7 shall appoint an agent to receive and process claims for damages. The identity and contact information of the appointed agent, as well as the Standard Tort Claim Form Packet shall be posted on the District's website and shall be recorded with the Grant County Auditor.

**AGENDA RECOMMENDED MOTION**

Motion to approve Standard Tort Claim Policy

**ATTACHMENTS**

SEE ATTACHMENT



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**AGENDA ITEM 11d**

- d) Discussion and possible action on approving the 2026 Budget and **resolution #11122025-b**

**AGENDA REQUEST**

Chief Erick Brittain

**PERSON RESPONSIBLE FOR AGENDA ITEM**

Chief Brittain

**AGENDA DESCRIPTION**

The board will review and consider approval of the **2026 Budget**, outlining projected revenues, expenditures, and capital plans for the upcoming fiscal year. Resolution **#11122025-b** formally adopts the budget and authorizes its implementation effective January 1, 2026.

**AGENDA RECOMMENDED MOTION**

Motion to approve the 2026 Budget and Resolution #11122025-b

**ATTACHMENTS**

SEE ATTACHMENTS



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### **AGENDA ITEM 11e**

- e) Discussion and possible action on approving the volunteer training captain job description and wage.

### **AGENDA REQUEST**

Chief Erick Brittain

### **PERSON RESPONSIBLE FOR AGENDA ITEM**

Chief Brittain

### **AGENDA DESCRIPTION**

The Volunteer Firefighter Training Captain is a part-time, officer-level position responsible for planning and delivering training programs for volunteer firefighters in Grant County Fire District 7. Reporting to the Fire Chief, the role ensures personnel are prepared for emergency response through instruction, evaluation, and compliance with safety standards. Duties include supervising training, maintaining records, responding to emergencies, and promoting safety and teamwork. The position pays \$20/hour and accrues Washington State Paid Sick Leave, with flexible scheduling based on department needs.

### **AGENDA RECOMMENDED MOTION**

Motion to approve the Volunteer training captain job description

### **ATTACHMENTS**

SEE ATTACHMENTS



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**9) EXECUTIVE SESSION**

**RCW 42.30.110 Personnel matters:** To evaluate the qualifications of an applicant for public employment or review the performance of a public employee