



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

Date: January 14th, 2026

Time: 6:30pm

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

1) Call to Order

The meeting was called to order at 6:30pm

2) Pledge of Allegiance

3) Roll Call, Establish Quorum

Commissioner Jim McKiernan present

Commissioner Dan Burts present

Commissioner Bruce Wilson present

Chief Erick Brittain present

Quorum established

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

No public comment

5) Approval of Agenda

Commissioner Burts motioned to approve

Commissioner Wilson seconded the motion

Motion passes

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

Commissioner Burts motioned to approve the Consent Agenda

Commissioner Burts seconded the motion

Motion passes



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7) Chief's Report

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

8) District Secretary's Report

- a) Cash Balance-
 - b) EMS Billing -
 - c) Cost Recovery Billing-
- See attached report**

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

*Commissioner Burts motioned to enter executive session at 6:44
Commissioner Wilson seconded the motion
Commissioner Burts motion to enter back into regular session at
Commissioner Wilson seconded the motion
Entered back into Regular session 7:15*

10) Old Business

- a)

11) New Business

- a) Discussion and possible action on Hiring a Risk Management Team for L&I Claims
*Commissioner Burts motioned to approve hiring the Risk Management Team for L&I Claims
Commissioner Wilson seconded the motion
Motion passes*



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b) Action on Resolution 01142026-A In lieu of Medical Benefits
*Commissioner Burts made a motion to resend resolution #01112025-a
and just make it straight wages
Commissioner Wilson seconded the motion
Motion passes*

c) Action on Policy 1034 Family and Medical Leave
*Commissioner Wilson motioned to approve policy 1034 Family and Medical
Leave
Commissioner Burts seconded the motion
Motion passes*

d) Action on Policy 1038 Member Speech, Expression, and Social Networking
*Commissioner Wilson motioned to approve policy 1038 Member Speech,
Expression and Social Networking
Commissioner Burts seconded the motion
Motion passes*

e) Action on Policy 217 Service Animals
*Commissioner Burts motioned to approve policy 217 Service Animals
Commissioner Wilson seconded the motion
Motion passes*

f) Action on Employee Handbook
*Commissioner McKiernan stated that the Chief and office admin did a great job
on the handbook. He thought it was very thorough.
Commissioner Burts motioned to approve the Employee Handbook
Commissioner Wilson seconded the motion
Motion passes*

12) Announcements & Upcoming Events

- a) Next Board of Commissioners Meeting: February 11th, 2026
- b) Events -
- c) Agenda item requests add
*Commissioner McKiernan asked to add Executive Session for 6month review for Chief
Brittain on next months agenda*

13) Adjournment

*Commissioner Burts motioned to adjourn the meeting at
Commissioner Wilson seconded the motion the motion
Meeting adjourned at 7:22*



GRANT COUNTY FIRE DISTRICT 7

FIRE CHIEF'S REPORT

January 2026

January

1. Operational Overview

We finished the year with just under 700 calls for service.

On December 23rd the district underwent a complete audit of our EMS OTEP plan as well as an inventory of our ambulance. I am pleased to announce the Washington State Department of Health has approved our increase in service level to Intermediate Life Support. We are the only transport agency in the county that is ILS level.

We are continuing our dedication to *refining our Standard Operating Procedures (SOPs)*. This process involves a comprehensive review of existing procedures to ensure they are current, reflect best practices, align with evolving industry standards, and are clearly executable by all personnel.

We have had our first meeting with Streamline with a "Go Live date" tentatively scheduled for March of 26. The new website achieves full compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 at the AA conformance level. Achieving this standard is mandatory, as it aligns with the forthcoming requirements mandated by the Department of Justice (DOJ) and the Americans with Disabilities Act (ADA), which are set to take effect in 2027. Our commitment is to ensure that all members of the public, regardless of ability, have equitable access to the district's information and services online.

We have implemented a new scheduling platform called Sling; we have received positive remarks from crews and Administrative Assistant regarding the ease of use.

We are working on streamlining our training records and points systems to one platform as on ESO. We have made significant progress and should be fully functional with new system by the end of February.

The end of year celebration was a great success; we would like to thank Emily Forrest for all her hard work in making the event a memorable night.

2. Apparatus and Fleet

Water Tender Project Update: In Paint Shop we it should be completed at the end of the month.

Captain Harper has been working with Chief Bragar on a spreadsheet/ program to keep track of



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FIRE CHIEF'S REPORT

January 2026

total build and repair costs for apparatus. This will provide critical data in decision making processes for apparatus replacement.

Operational Scheduling and Project Efficiency

The implementation of the new operational schedule has had a notably positive impact on efficiency, particularly concerning non-emergency projects and station maintenance. A key benefit has been the ability for Captain Harper to dedicate uninterrupted time to several much-needed projects. Crucially, the new staffing model has eliminated the necessity for Captain Harper to frequently stop project work to supplement ambulance staffing, a common challenge under the previous schedule. This has allowed for a consistent and focused effort on station improvements, administrative tasks, and apparatus maintenance, leading to a higher rate of project completion. The initial results indicate that the new schedule is successfully balancing emergency response readiness with essential organizational development and maintenance efforts.

3. Community Engagement

Tea with Chief

The campaign to introduce the new Fire Chief to the community is well underway and has been met with considerable enthusiasm. Each Thursday morning, residents have the opportunity to meet the new Fire Chief at the Cloud View Cafe, a popular local establishment known for its welcoming atmosphere and delicious coffee.

This initiative was officially announced at a recent City Council meeting, ensuring broad awareness among local government officials and community leaders. Following the council announcement, the information was disseminated across various social media platforms.

We assisted the Chamber of commerce in cleaning up and taking down Christmas trees downtown. We are assisting with the planning stages in assisting the Chamber with Winterfest activities.

The MOU with the Soap Lake Prevention coalition has been signed around, I have been directly supporting Captain Boldman's mission with regular attendance with all leadership meetings



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January 2026

4. Training

Three members are attending the FF1 academy in Ephrata. We have three members currently attending EMT training with one member attending AEMT training.

I will be attending Washington State Fire Chief's Legislative workshop in Olympia at the end of the month.

New Members

We will vote on 3 new station 2 members as well as one station 1 lateral. We are focusing a recruitment effort to the Station 2 area in preparation of WSRB review in April.

5. Grant Management

All end-of-year PPRs and Financial reports have been submitted to FEMA.

6. Looking Ahead

- Year-end report FY25
- Further SOP/SOG development.
- Replace Fire- Hose as delivered.
- Prepare for WSRB.
- Streamline training records in ESO.
- Implement a new website that is compliant with (WCAG) 2.1.



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FIRE CHIEF'S REPORT

January 2026

INCIDENT SUMMARY – December 2025

Fire 1

EMS 48

Service Call 1

Good Intent Call 2

False Alarm 3

Total 55



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OFFICE ADMINISTRATOR REPORT

Fourth Quarter Reporting

Work continued on the 4th Quarter financial and payroll reports, including reconciliation of payroll liabilities, verification of quarterly totals, and preparation for ESD, L&I, PFML, WA-CARES, and IRS submissions. Supporting documentation is being organized for audit readiness and year-end closeout.

2026 Budget Integration

The proposed 2026 budget was updated with the most recent revenue and expenditure projections. After revisions, the finalized budget was fully integrated into Springbrook for the 2026 fiscal year. All accounts, allocations, and payroll schedules have been aligned with the adopted budget structure.

Employee Handbook Updates

The Chief and I continued work on the Employee Handbook, focusing on updates that strengthen clarity, consistency, and support for staff across GCFD7. This includes refining policies, aligning procedures with current district operations, and ensuring the handbook reflects a supportive and professional work environment.

ESO Points System Development

Captain Babak and I have been collaborating on improvements to the ESO points tracking system. We are refining categories, workflows, and reporting functions to ensure more accurate and efficient tracking of volunteer participation and training activity. This will support both internal accountability and year-end reporting.

Implementation of Sling Scheduling

The district has begun using Sling for employee scheduling and PTO tracking. Initial setup is complete, and staff are being onboarded to the system. Sling will streamline shift assignments, leave requests, and communication, improving overall scheduling efficiency.



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OFFICE ADMINISTRATOR REPORT

a) CASH BALANCE:

GENERAL: \$255,694.23
RESERVE: \$35,30.77
EMS: \$5,998.71
DEPOSITS: \$62,562.33

b) EMS BILLING:

Total billed for December \$54,200.80
Total payments received for December \$22,3171

d) **COST RECOVERY:** CPWI reimbursement \$33,718.63

TRANSACTION JOURNAL SUMMARY

Transaction Date	11/30/2025
Transaction Date	12/31/2025
Amount	0
Company Code	Grant 7

Charges (38)	54,200.80	54,200.80
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Payments	Emergent	Non-Emergent	Total
Ck Ins	-5,267.25	-530.45	-5,797.70
Ck Prv	-365.00	-150.00	-515.00
EFT	-14,553.20	-1,176.97	-15,730.17
ePMT	-100.00	-178.84	-278.84
			-22,321.71

Adjustments	
W/O Fee Schedule	-36,321.23
W/O Patient Deceased	-1,049.60
W/O to collections	-3,681.80
	-41,052.63

Accounts Receivable Change	-9,173.54
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