



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

**Date:** December 10th, 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) Swearing in the new Recruitment and Retention Coordinator

## 6) Approval of Agenda

## 7) 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

## 8) Chief's Report

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

## 9) District Secretary's Report

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



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

### **10) Old Business**

a)

### **11) New Business**

- a) Policy 1041 Volunteer Points System update
- b) MOU Review for the CPWI Grant Position
- c) Policy 1042 Captain/Command Staff Shift Trade
- d) Discussion and possible action on adjustment of the District Secretary's benefits structure.
- e) Exit interview with the State Auditor Team (zoom link)

### **12) Executive Session**

### **13) Announcements & Upcoming Events**

- a) Next Board of Commissioners Meeting: January 14th, 2026
- b) Events - End of the year holiday party is January 10th, 2026
- c) Agenda item requests

### **14) Adjournment**



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### **AGENDA ITEM 11a**

Policy 1041 Volunteer Points System update

### **AGENDA REQUEST**

Chief Erick Brittain

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

Fire Chief

### **AGENDA DESCRIPTION**

The purpose is to provide a point system for the reimbursement of expenses incurred by volunteer personnel for alarm response, training activities, or special occurrences authorized by the Fire Chief.

The point system program is an optional program.

Volunteers are not obligated to receive compensation through the point system.

Those volunteers that do not wish to receive expense reimbursement must sign a waiver at the beginning of the calendar year waiving such reimbursement.

### **AGENDA RECOMMENDED MOTION**

Motion to approve Policy 1041 Volunteer Points System update

### **ATTACHMENTS**

See attachment



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

### **AGENDA ITEM 11b**

MOU Review for the CPWI Grant Position

### **AGENDA REQUEST**

Chief Erick Brittain

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

Chief Brittain

### **AGENDA DESCRIPTION**

The purpose of this MOU is to outline the terms of a cooperative relationship between Fiscal Agent and Coalition, to ensure that programs are functioning in accordance with the requirements of contracts funding the community coalitions.

### **AGENDA RECOMMENDED MOTION**

Motion to approve the MOU Review for the CPWI Grant Position

### **ATTACHMENTS**

SEE ATTACHMENT



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**AGENDA ITEM 11c**

Policy 1042 Captain/Command Staff Shift Trade

**AGENDA REQUEST**

Chief Erick Brittain

**PERSON RESPONSIBLE FOR AGENDA ITEM**

Chief Brittain

**AGENDA DESCRIPTION**

Employees, including Captains, may exchange shifts with equally qualified employees, provided the trade results in no additional cost or interference with District operations. The employee who is scheduled to work the shift (the "borrowing" employee) assumes full responsibility for the shift once the trade is approved.

**AGENDA RECOMMENDED MOTION**

Motion to approve Policy 1042 Captain/Command Staff Shift Trade

**ATTACHMENTS**

SEE ATTACHMENT



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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