



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

**Date:** May 14th, 2025

**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 Nelson, Commissioner Burts, Commissioner McKiernan Remote Attendance:  
Chief Baker A quorum was established.*

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

*No public comment*

### **5) Approval of Agenda**

*Commissioner McKiernan motioned to approve the Approval of the Agenda Commissioner Burts  
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

*Commissioner McKiernan motioned to approve the Approval of the Consent Agenda  
Commissioner Burts seconded the motion. Motion passes*

### **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**



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### 9) Old Business

*No old business*

### 10) New Business

a) Discussion and possible action on the New Hire Process and an exit interview with Chief Baker (Remote)

*The New Hire Process ensures a smooth onboarding experience for remote employees, covering orientation, training, and integration into company culture. It includes guidance on policies, expectations, and necessary resources for success. As Chief Baker prepares to transition out of his role, conducting a comprehensive exit interview is essential to gathering valuable insights and ensuring a smooth leadership transition. This remote interview will provide an opportunity to discuss their experiences, leadership perspective, and recommendations for the future.*

### 11) Executive Session

*At 7:04 PM, Commissioner McKiernan motioned to enter Executive Session under **RCW 42.30.110(g)** to evaluate the qualifications of an applicant for public employment. Commissioner Burts seconded the motion, and the Board proceeded into Executive Session. The Board returned to open session at 7:44 PM. Discussion focused on the hiring process for the new Fire Chief and the formation of an interview panel. The panel will consist of:*

- **Commissioner McKiernan**
- **Chief Baker (remote)**
- **Office Administrator Amber Leenhouts**
- **Captain Tim Babak**
- **Captain Mechanic Michale Harper**

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

*Hiring Decision Commissioner McKiernan made a motion to table the approval of the new applicant until the next meeting on June 11, 2025. Commissioner Burts seconded the motion. The Board approved the motion, and the decision was tabled.*

### 12) Announcements & Upcoming Events

- a) Next Board of Commissioners Meeting: June 11th, 2025
- b) Events - GCFD was invited to join in on Ephrata's Touch A Truck Event on the 17th of May. Sun Lakes is gearing up for all of their fun summer events.
- c) Agenda item requests: **Go over Candidate conformation and extend a Job Offer under Executive Session**



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**13) Adjournment**

*Commissioner McKiernan motioned to adjourn the meeting Commissioner Burts seconded the motion meeting adjourned at 7:50pm*

***THIS MEETING WAS RECORDED VIA  
GOOGLE MEETS AND WILL BE RETAINED  
FOR FUTURE REFERENCES***