



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

Date: October 8th, 2025

Time: 6:30pm

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

1) Call to Order

The meeting was called to order at 6:30 PM.

2) Pledge of Allegiance

The Pledge of Allegiance was recited.

3) Roll Call, Establish Quorum

Commissioners Burts and McKiernan were present. Chief Brittain was also in attendance. A quorum was established.

4) Oath of Office / Swearing-In of New Members

Swearing-in was conducted by Chief Brittain for Commissioner Wilson

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

No public comments were received.

6) Approval of Agenda

Commissioner Burts motioned to approve the agenda. Motion carried.

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

Chief Brittain informed the Commissioners that there was a grant for \$116,716.85 that has been awarded to us. Commissioner Burts motioned to approve the Consent Agenda, which included:

8) Chief's Report

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

SEE ATTACHED REPORT

9) District Secretary's Report

- a) Cash Balance-
- b) EMS Billing -



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c)Cost Recovery Billing-

SEE ATTACHED REPORT

10) Old Business

a) Discussion and possible action on an exit interview with Chief Baker (Remote)

The commissioners discussed the proposed exit interview with Chief Baker and determined that it was not necessary to proceed with the interview.

11) New Business

a) Discussion and possible action on the new Comprehensive Procurement and Public Works Policy

The commissioners decided to have Commissioner Burts and Commissioner Wilson review the policy and present it for approval at the next scheduled meeting.

b) Discussion and possible action on participating in the GEMT program

Commissioner Burts motioned to move forward with participation in the GEMT program. The motion was accepted.

c) Discussion of the 2026 budget SEE ATTACHED

The board reviewed the 2026 budget and expressed satisfaction with the adjustments made by the Chief in response to their recommendations. The budget is progressing well and looks promising. No action was taken at this time.

12) Executive Session

No executive session at this time

13) 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 9th, 2025

End of year party is tentatively scheduled for January 10th, 2026

c)Agenda item requests

14) Adjournment

Commissioner Burts motioned to adjourn the meeting. The motion was approved, and the meeting was adjourned at 7:12pm



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AGENDA ITEM 10a

- a) Discussion and possible action on the new Comprehensive Procurement and Public Works Policy

AGENDA REQUEST

Chief Erick Brittain

PERSON RESPONSIBLE FOR AGENDA ITEM

Fire Chief

AGENDA DESCRIPTION

The purpose of this policy is to maintain an accountable process that establishes Fire District responsibilities, procedures, practices and to guide District members on basic procurement and public works contracting requirements as set forth in Grant County Fire District #7 and Washington State statutes. Adherence to this policy ensures that public purchases and contracts are open, fair, the best value of public funds, and comply with Washington State law.

AGENDA RECOMMENDED MOTION

Motion to approve Comprehensive Procurement and Public Works Policy

ATTACHMENTS

See attachment



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AGENDA ITEM 10A

b) Discussion and possible action on participating in the GEMT program

AGENDA REQUEST

GEMT Program

PERSON RESPONSIBLE FOR AGENDA ITEM

Chief Brittain

AGENDA DESCRIPTION

Participating in the GEMT Program (Ground Emergency Medical Transportation) allows eligible providers to receive supplemental Medicaid reimbursement for uncompensated costs associated with emergency medical transport services.

This program helps offset the gap between actual costs and Medicaid payments, ensuring sustainability for ambulance services and improving access to emergency care for Medicaid beneficiaries. Participation typically requires provider enrollment, cost reporting, and compliance with state and federal guidelines.

AGENDA RECOMMENDED MOTION

Motion to approve participation in the GEMT program

ATTACHMENTS

SEE ATTACHMENT

GRANT COUNTY FIRE DISTRICT 7
 PO Box 1469, Scapp Lake WA Budget Report 1/1/25-12/31/25
 FIRE AND EMS LEVY BUDGET

Subcategory	Income Categories	2025 BUDGET	2025 ACTUAL YTD	2026 PROPOSED	Notes/ Description
BEGINNING FUND BALANCE		\$ 186,349.48	\$ 186,349.48	\$186,349.48	
REAL & PERSONAL PROPERTY TAXES		\$ 668,162.00	\$ 426,991.67	\$745,167.00	
FEMA GRANT		\$ 155,200.00	\$ 75,959.75	\$155,200.00	Baback's Position
FEMA AFG AMENDED				\$116,716.85	Levy Reacquisition
GEMT				\$94,756.00	FEMA Hose AFG Grant GEMT NEW BAR
LOC GRANTS-EMTLM		\$ 130,000.00	\$ 99,650.04	\$30,000.00	DNR FEP Program Carryover
FISH & GAME				\$1,276.00	Leasehold
EMERGENCY MEDICAL SERVICES		\$ 1,133.95	\$1,133.95	\$1,276.00	Ambulance Billing
STATE PARK (FIRE PROTECTION)		\$30,000.00	\$116,373.89	\$70,000.00	
PUD (FIRE PROTECTION)		\$ 2,663.65	\$ 2,663.65	\$2,663.65	
DEPARTMENT OF HEALTH (GRANT)		\$ 8,587.08	\$ 9,419.41	\$9,419.41	After the fire yesterday, do we need to renegotiate the contract?
INVESTMENT INTEREST		\$ 1,129.88	\$ 1,129.88	\$1,129.88	
MISC REV EMS		\$ 70,000.00	\$ 11,481.43	\$12,000.00	Boldman Position
Cash Recovery		\$ 1,223,868.09	\$ 988,470.37	\$1,445,000.00	
TOTAL INCOME		\$ 516,186.00	\$ 284,970.21	\$612,929.45	
Expense Categories					
REG SALARIES & WAGES		\$ 54,937.00	\$5,825.44	\$75,228.00	With 3% COLA and increase in R Position, increase call pay to \$30/call
OTHER MISC. COMPEN		\$ 9,897.00	\$ 7,908.77	\$9,369.91	Health Insurance Increase 15%
INDUSTRIAL INSURANCE		\$ 933.00	\$ 343.88	\$955.40	
UNEMPLOYMENT COMPEN		\$ 2,000.00	\$ 2,880.00	\$3,500.00	Increase to account for new volunteer FF
BOARD OF VOL. FF		\$ 583,123.00	\$ 351,928.30	\$701,983.76	
SUPPLIES		\$ 4,800.00	\$ 6,844.12	\$7,000.00	
OFFICE SUPPLIES		\$ 10,000.00	\$ 40,933.68	\$11,000.00	Clothing reduced / Bunker Gear was purchased
CLOTHING		\$ 30,000.00	\$ 7,640.26	\$15,000.00	Station Maintenance
CONT-MATERIAL / SUPPLY		\$ 20,000.00	\$ 16,931.49	\$22,000.00	
MEDICAL / FIRST AID SUPPLIES		\$ 30,000.00	\$ 24,662.86	\$33,000.00	Repairs/Supplies/maintenance
MOTOR VEHICLE SUPPLIES		\$ 1,500.00	\$ 3,072.34	\$11,000.00	
SHOP SUPPLIES		\$ 10,000.00	\$ 1,733.37	\$2,500.00	Increase for call volume
OXYGEN		\$ 10,000.00	\$ 9,627.91	\$15,000.00	
TRAINING SUPPLIES		\$ 2,500.00	\$ 2,350.22	\$2,500.00	
F/D AWARDS/BANQUET SUPPLIES		\$ 2,000.00	\$ 2,307.67	\$2,500.00	
MISCELLANEOUS SUPPLIES		\$ 20,000.00	\$ 13,988.07	\$22,000.00	
FUEL CONSUMED		\$ 5,000.00	\$ 4,191.01	\$122,216.85	
SMALL TOOLS/MINOR EQUIPMENT AMMEND FOR HOSE /AFG GRANT		\$ 146,800.00	\$ 133,083.00	\$285,716.85	
OTHER SERVICES / CHARGES		\$ 2,800.00	\$ 11,248.87	\$20,000.00	SAO Audit payments
AUDITS / ACCOUNTING		\$ 2,500.00	\$ 1,960.59	\$2,500.00	
WEEDS / BUG CONTROL		\$ 12,500.00	\$ 48,451.65	\$50,000.00	Lawyer/ Billing EMS billing company/ ESO
OTHER MISC PROF SERVICES		\$ 3,500.00	\$ 1,341.48	\$3,500.00	
TELEPHONE		\$ 23,000.00	\$ 15,674.48	\$25,300.00	
DISPATCHING		\$ 1,500.00	\$ 8,949.60	\$10,000.00	
TRAVEL / MEALS / LODGING		\$ 3,800.00	\$ 2,848.19	\$3,800.00	
PUBLIC RELATIONS		\$ 40,000.00	\$ 45,325.64	\$51,000.00	
DISTRICT INSURANCE		\$ 9,500.00	\$ 6,960.85	\$9,800.00	
PUD / UTILITIES		\$ 20,000.00	\$ 19,621.73	\$22,000.00	Materials
REPAIRS / MAINTENANCE		\$ 9,000.00	\$ 10,525.52	\$20,000.00	
MISCELLANEOUS/CWPI		\$ 5,000.00	\$ 6,799.62	\$7,000.00	
DUES / MEMBERSHIP		\$ 28,200.00	\$ 3,977.66	\$28,200.00	
OTHER MISC. (TRAINING)		\$ 157,300.00	\$ 183,685.68	\$293,500.00	Boldman CPWII reimbursed
CAPITAL OUTLAYS		\$ 68,000.00	\$ 91,060.61	\$75,000.00	
CAPITAL OUTLAYS		\$ 55,000.00	\$ 32,647.34	\$36,000.00	7001, 7151, Ambulance 7171, Plus Placeholder for FEP Program Grants
FIRE EQUIP / APPARATUS		\$ 104,000.00	\$ 123,707.95	\$111,000.00	Decrease due to Truck Uplighting One Time Charge/Vehicle Leases Continued Apparatus Builds
TOTAL EXPENSE CATEGORIES		\$ 990,223.00	\$ 792,404.93	\$1,332,000.61	