



## 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

*Meeting called to order at 6:35 p.m.*

### 2) Pledge of Allegiance

*Conducted.*

### 3) Roll Call, Establish Quorum

*Commissioner Wilson, Burts, and McKiernan Present*

*Chief Present*

*Quorum Established*

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

***Ryan Boldman, 7806 Road 10.2 NW, Ephrata, Washington 98823***

*He wanted to give gratitude and appreciation to Chief Brittain for coming into a mess and working diligently to correct and fix some things. He is very grateful for the Commissioners hiring Chief Brittain.*

### 5) Approval of Agenda

*Commissioner Burts moved to approve the agenda*

*Commissioner Wilson seconded*

*Motion carried*

### 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 Reimbursements

*Commissioner Burts moved to approve the consent agenda*

*Commissioner Wilson seconded*



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

*Motion carried*

### 7) Chief's Report

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

### 8) District Secretary's Report

- a) Cash Balance-
  - b) EMS Billing -
  - c) Cost Recovery Billing-
- SEE ATTACHMENT**

*The Commissioners asked that moving forward that Chief and the District Secretary report Lnl claims to the board for future transparency.*

*The District Secretary asked for permission to update and correct some of the BARS in Springbrook. Commissioners said yes to fixing them.*

### 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.

*No Executive was held*

### 10) Old Business

*No items were discussed*

### 11) New Business

- a) Discussion and possible action Utilizing the MSRC vendor list for small works capital projects **resolution #11122025-a**

*Commissioner Burts motioned to accept Resolution #1122025-a  
Commissioner Wilson seconded the motion*



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

*Resolution #11122025-a accepted*

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

*Commissioner Burts motioned to set the PTO pay out at 80%  
Commissioner Wilson seconded the motion  
Motion carried*

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

*Commissioner McKiernan mentioned that we need to make sure to add  
this to the website with the link to Snure Law office.  
Commissioner Burts motioned to approve Standard Tort Claim Policy*

*Commissioner Wilson seconded the motion  
Motion carried*

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

*Commissioner McKiernan said that he thinks Chief Brittain has done a  
good job being conservative with the 2026 Budget.*

*Commissioner Burts motioned to approve the 2026 Budget and  
Resolution #11122025-b*

*Commissioner Wilson seconded  
Motioned carried*

- e) Discussion and possible action on approving a *Volunteer Firefighter training Captain* Job description and wage.

*The Commissioners all feel that this is a good opportunity moving forward.  
Captain Babak will help the new Retention and Recruitment Coordinator by  
training them and covering shifts so no one gets burnt out.*

*Commissioner Burts motioned to approve the Volunteer training Captain  
job description  
Commissioner Wilson seconded  
Motion carried*



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

### 12) Announcements & Upcoming Events

- a)Next Board of Commissioners Meeting: December 10th , 2025
- b)Events -*Santa and Mrs. Clause will be receiving an escort to McKay on December 6th.*
- c)Agenda item requests

### 13) Adjournment

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