



## 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

*Meeting called to order at 6:30 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)

*No public comment was made*

### 5) Swearing in the new Recruitment and Retention Coordinator

*Chief Brittain conducted swearing in of our new Recruitment and Retention Coordinator MR. Winefred Forrest*

### 6) Approval of Agenda

*Commissioner Burts moved to approve the agenda*

*Commissioner Wilson seconded*

*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



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*Commissioner Burts moved to approve the consent agenda  
Commissioner Wilson seconded*

### **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 -
- c) Cost Recovery Billing-

***SEE ATTACHED REPORT***

### **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.



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*Chief Brittain recommended that the District Secretary's wage be increased to reflect the full amount of in-lieu benefits. He noted that, based on research of other District Secretaries within the county, current compensation is substantially lower when factoring in in-lieu benefits. Chief Brittain further emphasized that the District Secretary has taken on additional job duties and is diligently fulfilling these responsibilities.*

*Commissioner Burts moved to approve the adjustment, granting the District Secretary the full in-lieu benefit amount as wages. Commissioner Wilson seconded the motion. The motion carried*

e) Exit interview with the State Auditor Team (zoom link)

### **12) Executive Session**

*No Executive was held*

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

- a) Next Board of Commissioners Meeting: January 14th , 2025
- b) Events - End of the year holiday party is January 10th, 2026
- c) Agenda item requests

### **14) Adjournment**

*Commissioner Burts motioned to adjourn the meeting  
Commissioner Wilson seconded the motion  
Meeting adjourned at 7:30pm*



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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**

*Commissioner Burts motioned to implement Policy 1041*

*Commissioner Wilson seconded the motion*

*Motion carried*



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**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**

*Chief Brittain recommended that we go ahead and sign the MOU. He did not think that we needed to go through snure as this is a standard MOU contract.*

*Commissioner Burts motioned to approve the MOU for the CPWI Grant Position*

*Commissioner Wilson seconded the motion*

*Motion carried*



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

### **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

*Commissioner Burts motioned to approve Policy 1042*

*Commissioner Wilson seconded*

*Motion carried*



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**9) EXECUTIVE SESSION**