

# GRANT COUNTY FIRE DISTRICT #3

1201 CENTRAL AVENUE S • P.O. BOX 565 • QUINCY, WA 98848

P: (509)787-2713 | WWW.GCFD3.NET

COMMISSIONERS: CARL YEATES, RANDY ZOLMAN, KEVEN CHILD

DISTRICT SECRETARY: APRIL STUCKY

## Commissioner Meeting July 10, 2024

The regularly scheduled meeting of the Grant County Fire District #3 Commissioners was called to order by Chairman Child at 9:30 a.m. on July 10, 2024, at 8901 Crescent Bar Road, Quincy WA 98848, St. #37.

Present: Commissioner Child, Commissioner Yeates, Commissioner Zolman, Chief Leibelt, Deputy Chief Durfee and District Secretary Stucky.

Board of Trustee: Absent

Staff: Carmen Weber

Liaison: None

Public: None

### PRESENTATIONS/AUDIENCE

None.

### APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the July 10, 2024, commissioner meeting was presented to the Board. As there were no further discussions, changes, or corrections from the Board, it was **moved/seconded (CY/RZ/all concurring)** to **approve both the agenda and consent agenda**. The motion was **unanimously carried**.

### CONSENT AGENDA ITEMS

#### MINUTES:

With no comments or changes from the Board, the minutes from the Regular Commissioner Meeting held on June 12, 2024, were approved as presented under the **consent agenda**.

#### BOARD OF TRUSTEES:

The Board reviewed and approved the invoices submitted. Representative Rios will review the invoices later today. District Secretary Stucky will forward all the documents to BVFF after his approval.

#### CORRESPONDENCE:

None received.



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## **Trinidad/Crescent Bar St. #37:**

Deputy Chief Durfee informed the Board that the building is in substantial completion status and the walk through (July 2, 2024) has been completed. Chief Leibelt, Chief Durfee, District Secretary Stucky and Shawn Mudget (Complete Design) noted items requiring corrections/modification/etc. (the punch list) was presented to Babcock Construction with a completion date of 30 days.

## **Deputy Chief of Operations:**

Report Stands as Submitted.

Deputy Chief Durfee updated the Board on current fire status, onboarding of new employees, shop status and the hose and pump testing.

## **Sweet Clover Farms Subdivision:**

Deputy Chief Durfee informed the Board that the project is in final stage; the Planning Committee recommend the District submit for final; mylars need to be submitted; subdivision guarantee with Stewart Title; signatures.

## **District Secretary/HR/Financial Report:**

The June checks were verified against the cover sheet submitted; vendor names/amounts were verified by Department Secretary Yelena Volkov.

District Secretary Stucky received the May financial statements; all have been reviewed and reported that all funds are in balance. (correction was made by Bank from last month). She also discussed the financial report through the 6-month mark, with all things appropriate and inline.

District Secretary Stucky informed the Board with new additional expenditures (staff/vehicles/payroll change, etc. unforeseen at the time of the original budget submitted in 2023) she will update the 2024 Budget and present to the Board at the August meeting for their review and approval.

District Secretary Stucky commented that it is time to begin the review of the Policy and Procedure manual. The Executive team did a preliminary review and determined that there may be the need to archive some policies.

The Board recognized the need for Policy and Procedure manual to be reviewed, and the need to archive.

Any change to the Policy and Procedure manual will be performed by Resolution.

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## **Personnel:**

Presented to the Board: Lucas Aiken – Resident

It was **moved/seconded (RZ/CY/all concurring)** to accept the candidates pending physical/standard background/verification. **Motion carried.**

## **UNFINISHED BUSINESS:**

### **EMS Levy Update:**

District Secretary Stucky reviewed the information that will appear in the Quincy Valley Post Register next week. The information will be posted on the district website, reader board and social media. Deputy Chief Durfee also indicated that the reminder banners will also be placed at the district stations prior to election day.

## **NEW BUSINESS:**

### **MOA# 24-02:**

Included in the Board packets was **MOA 24-02 Assistant Chief**. Chief Leibelt and Deputy Chief Durfee reviewed the document as presented by Local 4418. The MOA would remove the Assistant Chief position from the classification in Local 4418 thus the position will be classified as non-bargaining. Local 4418 had stated an effective date of September 15, 2024.

Deputy Chief Durfee indicated that he had submitted the MOA to Kevin Wesley (the District labor consultant). Mr. Wesley recommended an additional wording that included work related to the position. Deputy Chief Durfee will update the MOA and forward back to Local 4418 for their approval. Appendix "A" will also need to be modified to remove this classification.

The Board agreed to the MOA, with the change as presented by Deputy Chief Durfee, and authorized Chief Leibelt to execute the document with the noted changes. **(moved/seconded RZ/CY/all concurring)**.

Chief Leibelt and Deputy Chief Durfee discussed with the Board the letter of resignation from Assistant Chief Talley as of September 15, 2024. Discussion on the process to replace the Assistant Chief position in a non-bargaining with the execution of MOA 24-02 was held.

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The Board recognizes that the position will be exempt with a 40- hour work schedule, follow the pay range as currently established, benefits to follow current exempt status.

The time frame:

Advertise	July 12, 2024
Application	July 31, 2024
Interview	August 5 and 6, 2024

The position start date will depend on the successful candidate's notification to current employer/etc.

## EXECUTIVE SESSION

None held.

Having no further business, it was **moved/seconded (CY/RZ/all concurring) to adjourn** the meeting at 10:10 a.m. **Motion carried.**

By Chairman: \_\_\_\_\_

By Secretary: \_\_\_\_\_

Next regular scheduled meeting will be conducted at the Main Station:

**REGULAR COMMISSIONER MEETING**  
**Grant County Fire District #3 Main Station**  
**August 14, 2024**  
**TIME: 9:30 AM**