

# 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 May 8, 2024

The regular scheduled meeting of the Grant County Fire District #3 Commissioners was called to order by Chairman Child on May 8, 2024 – 9:30 a.m., at the District's Main Station.

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

Board of Trustee: Absent

Staff: Assistant Chief Talley, Carmen Weber

Liaison: None

Public: None

### PRESENTATIONS/AUDIENCE

None.

### APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

Presented to the Board was the agenda/consent agenda items for the May 8, 2024 commissioner meeting. As the Board had no additional discussion/changes/correction, (agenda/consent agenda items) it was **moved/seconded (RZ/CY/all concurring) to approve the consent agenda/agenda. Motion carried.**

### CONSENT AGENDA ITEMS

#### MINUTES:

With the Board having no comments/changes, etc. to the minutes from the Regular Commissioner meeting of April 10, 2024 the minutes were approved. **(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.

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## CORRESPONDENCE:

The Board reviewed all correspondence as received.

## VOUCHER APPROVAL:

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a list which has been made available to the Board.

As no additional questions/comments/concerns, and as of this 8<sup>th</sup> day of May, 2024 the Board by unanimous vote was approved. **(consent agenda)**

CONST:	240501001 – 240501001	\$198,752.92
EMS:	240502001 – 240502018	\$ 20,600.70
FIRE:	240503001 – 240503033`	\$ 67,841.74
FIRE:	240404001 – 240404001	\$ 9,067.32

Payroll: April 19, 2024  
May 3, 2024

Also, reviewed and approved with the vouchers. **(consent agenda)**

## STAFF REPORTS:

See attached.

Liaison: No report

## *AGENDA ITEMS*

## DEPARTMENT UPDATES:

### **Chief Report:**

Report Stands as Submitted.

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## **City Report:**

Report Stands as Submitted.

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

Chief Leibelt confirmed that the project is on schedule and no issues have occurred.

## **Deputy Chief of Operations:**

Report Stands as Submitted.

Chief Durfee highlighted a number of items from his report with the Board and is focusing on the MOU for the 24-hour staffing plan.

## **Sweet Clover Farms Subdivision:**

Deputy Chief Durfee reported that the final review for the short plan was submitted with only two comments from the Grant County Public Works department that will need to be addressed. The trail permit easement and the application to construct a maintenance approach will be completed and submitted. Deputy Chief Durfee believes that the review process should be completed by the next commissioner meeting.

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

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

District Secretary Stucky received the March financial statements; all have been reviewed and reported that all funds are in balance.

District Secretary Stucky advised the Board the District successfully passed the Financial Audit for 2020, 2021 and 2022. (see attached audit report)

District Secretary Stucky received an email from the Auditor, prior to the meeting, stating that the Accountability Audit was completed without any reportable issues. District Secretary Stucky will forward the report to the Board once received.

The employment agreement discussed at the April commissioner meeting was also updated.

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## **Personnel:**

Presented to the Board:

Carter Burns – Resident  
Frankie Anaya – Resident

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

Deputy Chief Durfee updated the Board on the resident program and indicated that a waiting list is being established.

District Secretary Stucky also updated the Board that Protection 1 was notified of the need to terminate the rental agreement for St #35 as district residents will now be moved to that location.

Deputy Chief Durfee informed the Board that Jake Wezenberg and Micah Satterfield were hired and will begin their employment the first week in June.

## **UNFINISHED BUSINESS:**

### **City of Quincy Contract:**

Chief Leibel informed the Board that the 5-year City of Quincy contract was signed.

Deputy Chief Durfee informed the Board that the annual meeting with the City, as per the contract, to calculate the formula for the contract fee for 2025 will be scheduled later this month.

The Board recognized all those that assisted with the successful negotiation of this agreement.

### **Rescue Bid Update:**

Chief Leibel informed the Board that he will need approval for the pre con meeting in Mississippi for Deputy Chief Durfee and mechanic Jim Stucky and there is no travel cost to the district.

As the Board had no additional discussion/changes/correction, it was **moved/seconded (RZ/CY/all concurring) to approve the out of state travel. Motion carried.**

Discussion on the color of the Rescue was held with the decision that the Rescue and future apparatus will be painted red.

### **EMS Update:**

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District Secretary informed the Board that all time sensitive information for the EMS Levy has been submitted along with the “Pro” statement.

District Secretary discussed with the Board the EMS plan and will present to the board a cost analysis at the July meeting.

## NEW BUSINESS:

### **Resolution 24-05-01                      Policy 5.1.3 – Petty Cash Fund:**

District Secretary Stucky presented Resolution 24-05-01(Policy 5.1.3 established the fund) to the Board and explained that the reason to dissolve this fund was due to lack of need/use. District Secretary informed the Board that the monies will be moved to the advance travel checking account.

After review of the resolution and as the Board had no additional discussion/changes/correction, it was **moved/seconded RZ/CY/all concurring) to execute Resolution 24-05-01. Motion carried.**

### **2023 Annual Report:**

District Secretary Stucky presented the 2023 Annual Report to the Board and reviewed the information with them.

District Secretary Stucky also confirmed that the report has been reviewed by the District Secretary from Grant County Fire District #5.

As the Board had no additional discussion/changes/correction, it was **moved/seconded (RZ/CY/all concurring) to approve the 2023 Annual Report as presented. Motion carried.** District Secretary will file the report with the State.

### **Staff Vehicle:**

Chief Leibelt discussed the need to purchase two staff vehicles with the Board. The aging of the current vehicles, mileage, increased training, staffing, etc were considered with the request.

Chief Leibelt requested approval from the Board to begin the bid process for the two vehicles.

As the Board had no additional discussion/changes/correction, it was **moved/seconded (RZ/CY/all concurring) to move forward with the bid process for two staff vehicles.**

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## EXECUTIVE SESSION

None requested.

Having no further business, it was **moved/seconded (RZ/CY/all concurring) to adjourn** the meeting at 10:05 a.m. **Motion carried**

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

By: Secretary: April Stucky

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

### REGULAR COMMISSIONER MEETING

June 12, 2024

TIME: 9:30 AM