

# 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 10, 2023

The regular scheduled meeting of the Grant County Fire District #3 Commissioners was called to order by Chairman Zolman on May 10, 2023 – 9:30 a.m., at the District's Main Station.

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

Board of Trustee: Absent

Staff: Lt. Talley, Carmen Weber (P/T)

Liaison: None

Public: None

Volunteer: None

### PRESENTATIONS/AUDIENCE

None.

### APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

Presented to the Board was the agenda/consent agenda items for the May 10, 2023 commissioner meeting. As the Board had no additional changes/correction, (agenda/consent agenda items) it was **moved/seconded (CY/KC//all concurring) to approve the consent agenda/agenda. Motion carried.**

### CONSENT AGENDA ITEMS

#### MINUTES:

With the Board having no comments/changes, etc. the minutes from the Regular Commissioner meeting of April 12, 2023 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.

#### CORRESPONDENCE:

None

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## **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/discussion, and as of this 10<sup>th</sup> day of May, 2023 the Board by unanimous vote (**consent agenda**) to approve:

EMS: 230601001 to 230601023      \$32,838.48

FIRE: 230602001 to 230602042      \$65,625.82

FIRE: 230503001 to 230503004      \$ 4,160.81

Payroll:            May 19, 2023

                          June 2, 2023

                          June 16, 2023

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

## **STAFF REPORTS:**

See attached.

Liaison: No report

## **AGENDA ITEMS**

### **DEPARTMENT UPDATES:**

#### **Deputy Chief of Operations:**

Deputy Chief Durfee informed the Board that training for both volunteer and career staff continues, staff evaluations are ongoing, facilities and apparatus committees are scheduled for meetings.

Seasonal Coverage will begin with a 90-day timeframe/7 days per week/\$135 per shift as was already approved in the 2023 budget.

#### **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.

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

District Secretary Stucky presented to the Board the 2022 Annual Report. District Secretary reviewed the information with the Board. As the Board had no additional questions/comments/discussion, it was **moved/seconded (KC/CY/all concurring) to approve** the 2022 Annual Report presented. District Secretary will file with the SAO. The EMMA report will also be completed.

**Personnel:** Damian Ervin – St #36 Sabrena Stufflebeam – St #32

The Board reviewed the applications for Damian Ervin and Sabrena Stufflebeam.

It was **moved/seconded (RZ/CY/all concurring)** to accept Damian Ervin and Sabrena Stufflebeam pending physical/standard background/verification. **Motion carried.**

## **UNFINISHED BUSINESS:**

No unfinished business.

## **NEW BUSINESS:**

### **Capital/Facilities Expense Update:**

Chief Leibelt and Deputy Chief Durfee discussed a number of facilities maintenance/repairs and Capital expenses with the Board. Projects discussed are: Shop air conditioning, flooring resident quarter, water softening system (hard water issues) outlying station maintenance and a possible purchase of a piece of apparatus.

As the Board had no additional questions/comments/discussion, it was **moved/seconded (CY/KC/all concurring) to approve \$130,000.00 for the projects discussed.**

District Secretary Stucky will prepare the 2023 budget amendments for the next Board meeting.

### **Levy Lid Lift:**

District Secretary Stucky discussed the Levy Lid Lift option with the Board. As this would be a voted increase, timing was also discussed. The Board recognizes the need to further discuss this option and will hold a work shop meeting on May 31, 2023 at 9:30 a.m. at the Main Station.

## **CHIEF'S UPDATE:**

### **City Report:**

See attached

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Chairman Zolman inquired into the status of the City/ESCI report. Chief Leibelt believes this may be available within the next month.

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

Chief Leibelt discussed different housing options and will report back at the June meeting.

## **Sweet Clover Farms Subdivision:**

No update.

## **EXECUTIVE SESSION**

Chairman Zolman requested an executive session pursuant to RCW 42.30.110 "4" (g) To review the performance of an employee. The executive session will be for 20 minutes until 10:20 a.m. Those in attendance will be: Chairman Zolman, Commissioner Yeates, Commissioner Child, Deputy Chief Durfee and District Secretary Stucky.

At 10:20 a.m. Chairman Zolman reconvened the meeting.

The Board discussed the evaluation of Yelena Volkov, Department Secretary. It was **moved/seconded (KC/CY/all concurring) to adjust the Department Secretary hours to 35 per week at \$24.75 per hour as of May 28, 2023.**

The Board discussed the 6- month review of Deputy Chief Durfee. It was **moved/seconded (RZ/KC/all concurring) to increase his annual wage annual to \$110,000.00 per contract of May 28, 2023.**

Having no further business, it was **moved/seconded (CY/KC/all concurring) to adjourn** the meeting at 10:25 a.m. **Motion carried.**

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

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

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

## **REGULAR COMMISSIONER MEETING**

**June 14, 2023**

**TIME: 9:30 AM**