

GRANT COUNTY FIRE DISTRICT #3

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

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

COMMISSIONERS: KEVEN CHILD, CARL YEATES, RANDY ZOLMAN

DISTRICT SECRETARY: APRIL STUCKY

Commissioner Meeting August 14, 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 August 14, 2024, at the Main Station.

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

Board of Trustee: Absent

Staff: Carmen Weber, FF Massey

Liaison: None

Public: None

PRESENTATIONS/AUDIENCE

None.

APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the August 14, 2024, commissioner meeting was presented to the Board. As there were no further discussions, changes, or corrections from the Board, it was **moved/seconded (RZ/CY/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 July 10, 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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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 14th day of August, 2024 the Board by unanimous vote was approved. (**consent agenda**)

CONST:	240801001 – 240801003	\$ 6,289.09
EMS:	240802001 – 240802018	\$ 36,597.26
FIRE:	240803001 – 240803045	\$120,116.69

Payroll:

July 26, 2024
August 9, 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.

Chief Leibelt updated the Board about a discussion held with Javier Obrien from Gorge Amphitheater concerning pyrotechnic displays at concerts. Mr. Obrien is keen on exploring fire protection options for such displays. The Board acknowledges the potential fire hazard and has tasked Chief Leibelt and Deputy Chief Durfee with further discussing the Gorge's request. Several factors need to be taken into account before any decision can be reached.

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City Report:

Report Stands as Submitted.

Deputy Chief Durfee has met with City Administrator Pat Haley to discuss the service contract fee for 2025. They both acknowledged that a couple of the formula numbers required will not be available until the end of the year, and will meet to finalize the fee once the numbers are available.

Trinidad/Crescent Bar St. #37:

Deputy Chief Durfee briefed the Board on the remaining minor tasks being wrapped up by Babcock Construction. Shawn Mudgett from Complete Design will move forward with the necessary steps to officially approve Station #37 as completed. Moreover, some warranty issues are currently under review. District Secretary Stucky confirmed that the final payment is pending until the project is fully finished.

Deputy Chief of Operations:

Report Stands as Submitted.

Deputy Chief Durfee informed the Board that 3134 (5-ton) has been completed and drivers are in the process of being trained. There may be more chassis becoming available and may fit into the District's replacement plan.

Deputy Chief Durfee updated the Board on the completion of the 3134 (5-ton) and the ongoing training of drivers. There is a possibility of more chassis becoming available, which could align with the District's replacement plan.

Additionally, Deputy Chief Durfee reported that two grants were secured from DNR HB 1168 – \$10,000.00 for PPE and \$4,000.00 for computers. A GESA Grant for boots was applied for although the specific timeline is currently unknown.

Sweet Clover Farms Subdivision:

Deputy Chief Durfee has indicated that the final signatures are currently being obtained. Once this process is finalized, the mylars will be returned to the County. The last step will be the tax payment, and upon completion, the subdivision will be considered complete.

District Secretary/HR/Financial Report:

The July 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 June financial statements; all have been reviewed and reported that all funds are in balance.

District Secretary Stucky updated the Board on the Policy and Procedure manual review process. District Secretary Stucky and Carmen Weber are currently engaged in reviewing and revising each policy and procedure. Chief Leibelt and Deputy Chief Durfee will also examine the modifications before they will/are presented to the Board.

In cases where policies only require minor updates like punctuation, spelling, or standard district acknowledgements without altering the content, District Stucky asked whether the Board would like these to be reviewed.

The Board concluded that if the policy and procedures remain unchanged in content and only superficial items such as standard district acknowledgements are updated, review and approval by the Chiefs will suffice, and there will be no need for the Board to review them.

As the process unfolds, there may be a need to update the "Table of Contents", which the Board has acknowledged. District Secretary Stucky and Carmen Weber will persist in their work on the manual, and once the process is finished, an updated "Table of Contents" will be submitted for Board approval.

Personnel:

Presented to the Board: None

UNFINISHED BUSINESS:

EMS Levy Update:

The EMS Levy Renewal has passed and validation will be August 20, 2024. District Secretary presented to the Board an estimate of the tax renewal which will be collected in 2026 as the current levy will expire at the end of 2025. The Board reviewed and discussed the EMS service the district is currently providing.

As previously mentioned, the Board is considering the advantages of proceeding with a comprehensive review of the EMS service in the Quincy Valley area.

As a part of this assessment, individuals affected by this service will receive an invitation letter to join the review process. The District Secretary will draft the letter, and once finalized, the Chairman will sign it.

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employee. The executive sessions will be for 60 minutes until 11:15 a.m. Those in attendance for session will be: Chairman Child, Commissioner Yeates, Commissioner Zolman, Chief Leibelt, Deputy Chief Durfee, and District Secretary Stucky.

Chairman Child reconvened the meeting at 11:15 a.m.

The Board instructed the Fire Chief to extend the job offer to the candidate who best aligns with the chief's assessment.

The position will be contractual, exempt, requiring 40 hours per week with standard benefits. Some contract specifics remain to be settled, and the Board tasked District Secretary Stucky and the Chiefs to proceed with finalizing these details.

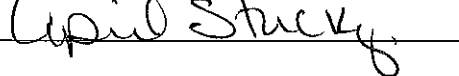
The Board discussed Chief Leibelt's request for an extended medical leave beginning on August 7, 2024, with a potential retirement notice scheduled for December 31, 2024. The Board thanked Chief Leibelt for his significant contributions to the District.

After Chief Leibelt's request was approved, Deputy Chief Durfee was selected by the Board as the Interim Chief for a period of 4 – 6 months. Once this temporary position ends, the Board will determine the permanent replacement for the Chief.

With no additional discussion, it was **moved/seconded (RZ/CY/all concurring) to appoint David Durfee as Interim Chief.**

Having no further business, it was **moved/seconded (CY/RZ/all concurring) to adjourn the meeting at 11:55 a.m. Motion carried.**

By Chairman: 

By Secretary: 

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

REGULAR COMMISSIONER MEETING

September 11, 2024

TIME: 9:30 AM