

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 June 12, 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 June 12, 2024, at the District's Main Station.

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

Board of Trustee: Absent

Staff: Firefighter Ross Massey, Carmen Weber, Mechanic Stucky, Firefighter Jake Wezenberg and Firefighter Micah Satterfield

Liaison: None

Public: None

PRESENTATIONS/AUDIENCE

None.

APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the June 12, 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 May 8, 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.

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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 12th day of June, 2024 the Board by unanimous vote was approved. **(consent agenda)**

CONST:	240603001 – 24060300	\$531,623.46
EMS:	240601001 – 240601016	\$ 20,671.02
FIRE:	240602001 – 240602043	\$ 66,826.27

Payroll: May 17, 2024
 May 31, 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.

City Report:

Report Stands as Submitted.

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Chief Leibelt informed the Board that the City's fire engine is currently in Tri-Cities for warranty-related maintenance. He assured the Board that the necessary work is being carried out efficiently and that the engine is expected to return by this Friday, June 14, 2024.

DC Durfee has reached out to City Administrator Pat Haley to arrange a meeting within this month. The purpose of this meeting is to review and calculate the fee schedule for the year 2025, as stipulated by their existing contract. This proactive approach ensures that all necessary adjustments and considerations are addressed well in advance, allowing for a smooth implementation of the new fee structure.

Trinidad/Crescent Bar St. #37:

Chief Leibelt confirmed that the project is moving forward. However, there may be a request to extend the completion day from the contractor.

The Chiefs discussed possible change orders that may be forthcoming; speaker trim-out and equipment/tank. The Board will be updated as the orders are required.

Commissioner Zolman walked the project and noted that the carpet was exposed with no protection from the elements. Commissioner Zolman requested that this be discussed with the contractor and that the carpet be professionally cleaned along with the entire building before it is turned over to the District. The Chief will inform the contractor.

District Secretary Stucky will continue to monitor the progress and option on relocating the July meeting and compose the necessary notifications if this change is able to occur.

Deputy Chief of Operations:

Report Stands as Submitted.

Deputy Chief Durfee discussed the process for Tactical Action Guidelines. The Board will be presented any changes of the TAG as they are approved in the process by the Officers. The TAG's will continue to be placed in the policy and procedure manuals as they have been in the past, however no resolution will be required. Currently section 9 (Incident Readiness and Response) and 10 (WAC 296-305 Safety Standards) in the policy and procedure are actually TAG's.

Sweet Clover Farms Subdivision:

Deputy Chief Durfee has been working with Dave Derting (Grant County Public Works) on the trail permit to continue to move it forward.

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District Secretary/HR/Financial Report:

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

District Secretary Stucky received the April financial statements; all have been reviewed and reported that one fund has a \$.02 discrepancy due to a bank coding error, and they are in the process of correcting. As such, the other funds are in balance.

District Secretary informed the Board that the monthly expenditure (June bills) was added to their information today by Department Secretary Volkov. The report does not include the revenue as those numbers have not been received from the County as of this meeting.

District Secretary Stucky reported that the financial audit report has been finalized and is published on the State Auditors site.

Personnel:

Jake Wezenberg and Micah Satterfield introduced themselves to the Board.

Chief Leibelt discussed the Captains position open at St #36 as Cliff Affeldt (current Captain) has moved. Chief Leibelt (per policy/procedure) will offer the Captain position to Cody Isbell and the Lieutenant to Myron Meikle.

Presented to the Board: Jessiah Jameson – Resident
 Jakob Torgeson – St #32

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

UNFINISHED BUSINESS:

Rescue Update:

Deputy Chief Durfee update the Board on the pre-construction trip to Deep South that he and Mechanic Jim Stucky completed. The trip was extremely valuable and a few changes were updated. These changes were discussed with the Board.

Mechanic Stucky reiterated that he is confident that the updates are beneficial and that Deep South will be proficient on the build of the rescue.

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EMS Levy Update:

District Secretary Stucky confirmed that the EMS Levy is on track for the August election date and that District Attorney Brian Snure submitted his final review for the EMS Levy.

Staff Vehicle(s) Bid:

Deputy Chief Durfee informed the Board that one bid was received and opened, Monday June 10, 2024. Sangster Motors submitted their bid for 2 - 2024 GMC 3/4 Ton Sierra 4 X 4 Pickup in the amount of \$59,104.00 each plus wst/license. Both Chief Leibelt and Deputy Chief Durfee reviewed the bid document for compliance with the bid packet.

Chief Leibelt and Deputy Chief Durfee informed the Board that due to the existing stock that the 2024 models may not be available, we may receive a 2025 model and a price adjustment may need to be made.

Chief Leibelt or Deputy Chief Durfee will contact Sangster Motors to inform them that their bid has been accepted.

NEW BUSINESS:

MOA# 24-01:

Deputy Chief Durfee presented MOA 24-01 "Shift Modification" to the Board. Deputy Chief Durfee informed the Board that the MOA that was included in the Board packet was revised to remove the section "Coverage with Non-Bargaining Members" as this was in the current CBA. Deputy Chief Durfee also informed the Board that both Kevin Wesley (District Labor Consultant) and Brian Snure have reviewed and approved the MOA.

As the Board had no additional discussion/changes/corrections, it was **moved/seconded (RZ/CY/all concurring) to approve MOA 24-01 "Shift Modification". Motion carried.**

Commissioner Zolman inquired into the start date for the modification, and Deputy Chief Durfee indicated it would be in July, 2024.

EXECUTIVE SESSION

None requested.

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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: _____

Commissioner Yeates inquired into the option of conducting the July commissioner meeting at St. #37 located at 8901 Crescent Bar Road, Quincy, WA 98848. Chairman Child requested a change in location be made.

Next regular scheduled meeting will be conducted at 8901 Crescent Bar Road, Quincy WA 98848, no change in time or date of the meeting.

REGULAR COMMISSIONER MEETING

July 10, 2024

TIME: 9:30 AM