

**GRANT COUNTY FIRE DISTRICT #3**  
**Board of Commissioners**  
May 8, 2019

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Yeates on May 8, 2019 – 9:30 A.M., at the District Main Station.

Present: Chairman Yeates, Commissioner Gardner, Commissioner Williamson, Chief Fortier, Deputy Chief Leibel and District Secretary Weber.

Board of Trustee: Absent

Staff: Captain. Hille, Exec. Asst. Stucky

Liaison: Absent

Public:

**APPROVAL OF AGENDA**

District Secretary Weber requested the addition of "Public Safety Facility MOU to be added under Unfinished Business. Commissioner Williamson requested the addition of Commissioner Update to be added under New Business. As there were no requests for additional agenda items, it was **moved/seconded (KG/AW/all concurred)** to approve the presented agenda. **Motion carried.**

**PRESENTATIONS/AUDIENCE**

None.

**MINUTES**

Minutes from the regular commissioner meeting of April 10, 2019 was presented to the Board. As the Board had no additions/corrections/changes, it was **moved/seconded (KG/AW/all concurred)** to approve the minutes as presented. **Motion carried**

**BOARD OF TRUSTEES**

Present were Chairman Yeates, Chief Fortier, Board of Trustee Gardner and Secretary Weber. Representative Jorge Rios called in and will not be available for the meeting but will review the invoices later today.

The current invoices were presented to the Board for review/discussion and approval. All invoices were approved for payment. Secretary Weber will forward the invoices to the BVFF once approved by the Representative.

**FINANCIAL REPORT**

Secretary Weber informed the Board that the April checks were verified against the cover sheet submitted; vendor names/amounts were verified by Adm. Asst. Bowling.

Secretary Weber reviewed the March financial statements, which were received after the April meeting, with the Board. All funds are in balance. As of this meeting, the April report has not been received. Once balanced and verified, Secretary Weber will forward to the Board.

As the Board had no changes/corrections on the annual report, it was filed with the State.

The Records Retention training was presented by Scott Sackett (Washington State Archives) on April 24<sup>th</sup> and was well attended. The training will assist in complying with the new requirements for records training.

### **CORRESPONDENCE**

Gene Reed – FYI

Stephen Boswell – FYI

Enduris – 2018 Annual Report – FYI

Zolman Chiro. – Termination Notice –

Randy Zolman, Zolman Chiropractic notified the Board that he would be terminating his lease agreement for 110 C St SW as of July 1, 2019.

### **CITY REPORT**

Report stands as submitted.

### **CHIEF REPORT**

Report stands as submitted.

#### Personnel

Sam Dotson – Resident

Jack Bielinski - Volunteer

The above were presented to the Board. It was **moved/seconded (AW/KG/all concurring)** to accept the proposed pending background/etc.

#### Deputy Chief/Asst. Chief/Equip/Training

Report stands as submitted.

#### Fire Marshal/Facilities

Report stands as submitted.

#### Adm. Asst.

Report stands as submitted.

Liaison

No update.

**UNFINISHED BUSINESS**

Station #37  
Trinidad Update

Chief Fortier reported that 1 bid was received for the construction of Station #37 from Knutson General Contractor LLC in the amount of \$514,607.40 (no wsst). Chief Fortier has had an opportunity to review all the information received for accuracy and compliance.

After review of the bid received, Chief Fortier informed the Board that the "Bid Bond" was not included. Chief Fortier contacted Brian Snure to discuss the bid as non-responsive and the options available to the District.

Snure indicated that according to RCW 52.14.120(1) the District can either call for a new bid, identify a contractor and directly negotiate a contract without any further competitive bidding process.

Chief Fortier indicated that there could be savings if negotiations with Knutson General Contractor LLC were to happen.

**It was moved/seconded (KGAW/all concurring) to declare the bid as Non-Responsive. Motion carried.**

The Board directed the Chief to negotiate with Knutson General Contractor LLC for the construction of St.#37 and if additional meetings are needed to move the project forward within the proposed schedule, they will be scheduled accordingly. The SIP grant funds are also time sensitive.

Included in the Board packet was the Grant County PUD easement needed for the advance of the construction of Station #37.

**As the Board had no additional questions/concerns/discussion, it was moved/seconded (AW/KG/all concurring) to execute the PUD Easement. Motion carried.**

Lorin Grigg Property -- Update

The easement documents for St. #32 and St. #33 were located while reviewing records, by District Secretary Weber and EA Stucky, and may assist with the easement document for the Grigg property.

NW Pyrotechnics Association LLC  
Release of Claim

Included in the board packet, was the release from NW Pyrotechnics. The release was also reviewed by the district attorney and his approval to move forward with the release.

As the Board had no additional discussion/questions/etc, it was **moved/seconded (KG/AW/all concurring) to execute the NW Pyrotechnics Release of Claim. Motion carried.**

City of Quincy  
Public Safety Facility  
Use and Maintenance MOU

District Secretary Weber received the final agreement today for the Public Safety Facility. This agreement was reviewed by the Board at last months meeting and approved and returned to the City to be placed into final form.

As the Board had no additional discussion/questions/etc. it was **moved/seconded (KG/AW/all concurring) to execute the MOU. Motion carried with all concurring.**

**NEW BUSINESS**

EMS 2019 Budget Amendment  
Actual Tax Certification  
Resolution 19-05-01

Included in the packets to the Board was the actual certification and budget amendment for the EMS Budget. District Secretary reviewed the amounts and changes with the Board.

As the Board had no additional discussion/questions/etc, it was **moved/seconded (AW/KG/all concurring) to adopt Resolution 19-05-01. Motion carried.**

FIRE 2019 Budget Amendment  
Actual Tax Certification  
Resolution 19-05-02

Included in the packets to the Board was the actual certification and budget amendment for the FIRE Budget. District Secretary reviewed the amounts and changes with the Board.

As the Board had no additional discussion/questions/etc, it was **moved/seconded (KG/AW/all concurring) to adopt Resolution 19-05-02. Motion carried.**

Commissioner Update

Commissioner Williamson announced that he accepted a mission beginning November 1, 2019. He is looking into his availability during the six months that he will be on his mission.

**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 2019, the Board by unanimous vote (**AW/KG/all concurring/motion carried**) does approve for payment and these vouchers on the attached list and further described as follows: claim voucher number: Construction: 190501001 – 190501003 - \$34,782.00; EMS: 190502001 – 190502005 - \$12,759.33; FIRE: 190503001 – 190503059 - \$50,169.22.


Payroll:	4/1 – 4/15/19	Pd 4/25/19	32.83 O/T
	4/16 – 4/30/19	Pd 5/10/19	

Also, reviewed and approved with the vouchers.

**EXECUTIVE SESSION**

None requested.

Being no further business, it was **moved/seconded (AW/KG/all concurring/motion carried) to adjourn** at 10:30 AM.

By Chairman: 

By Secretary: 

Next regular scheduled meeting:

<p><b><u>COMMISSIONER MEETING</u></b> <b><u>WEDNESDAY, June 12, 2019</u></b> <b>TIME: 9:30 AM</b></p>
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