

**GRANT COUNTY FIRE DISTRICT #3**  
**Board of Commissioners**  
**September 11, 2019**

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Yeates on September 11, 2019 – 9:30 A.M., at the District Main Station, 1201 Central Ave. S., Quincy, WA.

Present: Chairman Yeates, Commissioner Gardner, Commissioner Williamson, DC Leibel and District Secretary Weber. (Chief Fortier was absent)

Board of Trustee: Absent

Staff: Captain. Hille, Exec. Asst. Stucky,

Liaison: Absent

Public:

**APPROVAL OF AGENDA**

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 August 14, 2019 was presented to the Board. As the Board had no additions/corrections/changes, it was **moved/seconded (AW/KG/all concurred)** to approve the minutes as presented. **Motion carried.**

**BOARD OF TRUSTEES**

Secretary Weber reported that Representative Rios did review and approve the invoices from the August 14, 2019 meeting.

Present were Chairman Yeates, Board of Trustee Gardner, and Secretary Weber. Representative Rios was unable to attend and will review the information later.

The invoices were presented to the Board and approved. Representative Rios will review the invoices, and once approved they will be forwarded.

**FINANCIAL REPORT**

Secretary Weber reviewed the WFCFA conference agenda, accommodations, and registration information with the Board. Secretary Weber will complete the registration/information for those who have indicated their attendance.

Secretary Weber informed the Board that the August checks were verified against the cover sheet submitted; vendor names/amounts were verified by Administrative Assistant Bowling.

Secretary Weber reviewed the July Financial information which was mailed to the Board. As the Board had no questions, the reports stand as reviewed. All funds are in balance and have been verified.

Secretary Weber discussed the 2020 Budget Public Hearing/Workshop with the Board. The Board requested the Public Hearing to be set for Wednesday, October 9, 2019 at 11:00 AM – Main Station, 1201 Central Ave. S, Quincy, WA. Secretary Weber will prepare and publish the notification.

Secretary Weber reported that the Project Certification (submittal for reimbursement) on the SIP grant (2018-15) has been reviewed by Chief Fortier and is ready to be forwarded to the Board of County Commissioners. As the Board had no additional discussion, Chief Fortier executed the certification. **(Moved/seconded AW/CY/all concurring)**

### **CORRESPONDENCE**

London Fishcher LLP – NW Pyrotechnics Asso. LLC – Settlement - FYI

### **CITY REPORT**

Report stands as submitted.

### **CHIEF REPORT**

Report stands as submitted.

### Personnel

None presented to the Board.

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

Report stands as submitted.

DC Leibelt informed the Board that two bids were received for the purchase of a new Command Vehicle: Cascade Auto Center \$45,175 (w/o WSST); Don Sangster Motors \$47,804 (w/o WSST). DC Leibelt will inform Cascade that they were awarded the contract.

DC Leibelt informed the Board that he and Cliff Affeldt will be traveling to inspect the 2 KME Engines on September 22 – September 25, 2019. Cascade Fire & Equipment is handling the travel arrangements.

Fire Marshal/Facilities

Report stands as submitted.

Adm. Asst.

Report stands as submitted.

Liaison

Absent.

**UNFINISHED BUSINESS**

Station #37  
Trinidad Update

Update given by District Secretary (via Chief Fortier) that the project is moving along well and there are no concern that they will not meet the time frame.

As the project is underway, no ground breaking ceremony will be held but an open house will be scheduled.

Lorin Grigg Property – Update

No Update as of this meeting.

**NEW BUSINESS**

Resolution 19-09-01  
Transfer from Reserve to General Fund  
2 KME Engines

Secretary Weber presented Resolution 19-09-01 to transfer funds from the reserve fund to the general fund preparation for delivery of the 2 KME engine. Secretary Weber reported that she will work with Chief Fortier to prepare the necessary documentation for submittal to insurance on the settlement. As the Board had no additional discussion/comments, it was **moved/seconded (CY/AW/all concurring) to execute Resolution 19-09-01. Motion carried.**

District Secretary  
Draft Employment Contract

Secretary Weber presented to the Board the draft contract for the position of District Secretary.

After review by the Board, with no additional discussion, corrections, changes, it was **moved/seconded (KG/AW/all concurring) to approve the contract as submitted. Motion carried.**

Executive Assistant -- Part Time  
Draft Employment Contract

Secretary Weber presented to the Board the draft contract for the position of Executive Assistant – Part Time.

After review by the Board, with no additional discussion, corrections, changes, it was **moved/seconded (KG/AW/all concurring) to approve the contract as submitted.**

NC Wash. Mutual Aid Agreement

Presented to the Board was the revised mutual aid agreement for the NC Washington Area Emergency Services. The revision noted on page 3, was reviewed by Chief Fortier and approved. After review/discussion the Board **moved/seconded (AW/KG/all concurring) to approve the revised agreement. Motion carried.** Chief Fortier will sign upon his return and forward as required.

**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 11<sup>th</sup> day of September 2019, the Board by unanimous vote **(KG/AW/all concurring/motion carried)** does approve for payment and these vouchers on the attached list and further described as follows: claim voucher number: CONSTRUCTION: 190902001-19090202 \$121,663.08; EMS: 190903001 - 190903009 \$27,473.57; FIRE: - 190901001 \$883,833.86; FIRE: 190904001 – 190904055 \$45,836.07

|          |             |    |         |          |
|----------|-------------|----|---------|----------|
| Payroll: | 8/1 – 8/15  | Pd | 8/25/19 | 75.6 O/T |
|          | 8/16 – 8/30 | Pd | 9/10/19 |          |

Also, reviewed and approved with the vouchers.

**EXECUTIVE SESSION**

Chairman Yeates requested an executive session in accordance with RCW 42.30.110 (1) (g). To review the performance of an employee.

Those in attendance: Chairman Yeates, Commissioner Gardner, Commissioner Williamson and District Secretary Weber. The executive session will be for 40 minutes until 11:15 AM.

At 11:15 AM the Board dismissed District Secretary Weber and request an additional 15 minutes with just the Board attendance until 11:30 AM.

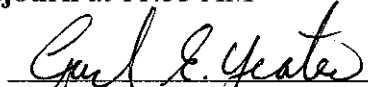
At 11:30 AM the Board requested Executive Assistant April Stucky and an additional 10 minutes until 11:40 AM.

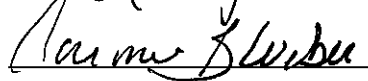
At 11:40 AM the Board reconvened the regular meeting. The Board discussed the District Secretary vacancy upon the resignation of the current Secretary. The current Executive Assistant has the experience and knowledge for this position, and as so, the Board formally offers the position to April Stucky to begin November 1, 2019 with a salary increase of 2% and an additional increase as of January 1, 2020 of 1%. **Motion/seconded (CY/AW/all concurring)**

Executive Assistant Stucky accepted the position.

The Board discussed the Executive Assistant Part Time position. The Board acknowledges the need for support/back up to the District Secretary position and the need for completion of projects. As such, the Board formally offers the position to Carmen Weber to begin November 1, 2019. The Board desires additional time to set wages/benefits and will finalize the agreement at the October 2019 commissioner meeting.

Being no further business, it was **moved/seconded (CY/AW/all concurring/motion carried) to adjourn** at 11:55 AM

By Chairman: 

By Secretary: 

Next regular scheduled meeting:

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| <p style="text-align: center;"><b><u>COMMISSIONER MEETING</u></b><br/><b><u>WEDNESDAY, October 9, 2019</u></b><br/><b>TIME: 9:30 AM</b></p> |
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