

# 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 October 9, 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 October 9, 2024, at the Main Station.

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

Board of Trustee: Absent

Staff: Carmen Weber, FF Satterfield

Liaison: None

Public: None

### PRESENTATIONS/AUDIENCE

None.

### APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the October 9, 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 September 11, 2024, were approved as presented under the **consent agenda**.

#### BOARD OF TRUSTEES:

The Board reviewed and approved the invoices submitted. District Secretary Stucky will forward all the documents to BVFF.

#### CORRESPONDENCE:

Gesa Community Foundation

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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 9<sup>th</sup> day of October, 2024 the Board by unanimous vote was approved. **(consent agenda)**

CONST:	241001001 – 241001002	\$ 13,235.82
EMS:	241002001 – 241002019	\$ 68,699.57
FIRE:	241003001 – 241003043	\$194,530.58
FIRE:	241004001 – 241004002	\$ 2,079.23
FIRE:	241005001	\$ 975.00
FIRE:	241006001	\$ 2,726.25

Payroll:

September 20, 2024

October 4, 2024

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

## **STAFF REPORTS:**

See attached.

## **AGENDA ITEMS**

### **DEPARTMENT UPDATES:**

#### **Interim Chief Report:**

Report stands as submitted.

#### **City Report:**

Interim Chief Durfee shared that he has participated in the Council meetings and Public Safety meetings, and the district's budget requests for 2025 have been submitted to the City of Quincy. He plans to attend the City of Quincy budget meeting scheduled for October 10, 2024.

Additionally, Interim Chief Durfee reported that the final figures for the formula used to determine the 2025 contract fee with the City are now available. He will be meeting with the

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City Administrator to review and finalize the formula calculation, as well as establish the 2025 contract fee.

## Operations:

Interim Chief Durfee provided an update regarding several key points: the EMS Comprehensive Plan is advancing; the District has secured a Gesa Grant of \$15,000; progress is steady with the Assistant Chief/Fire Marshal role; the Mechanic Conference was attended, resulting in Mechanic Stucky successfully earning EVT certification in Allison Transmission and Hydraulics, while Apprentice Mechanic Chavez achieved EVT certification in Pumps.

## Personnel: Presented to the Board:

Daniel Westergard                      Volunteer St.37                      Dehlila Diaz    Cadet

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

## Trinidad/Crescent Bar St. #37:

Interim Chief Durfee reported that Shawn Mudgett (Complete Designs) is continuing efforts on the finalization for closeout on the project. One last change order is near completion and he anticipates completion with no additional delays.

## Sweet Clover Farms Subdivision:

Interim Chief Durfee received confirmation that the Auditor has received and accepted the mylars. Once the tax payment is processed, the quit claim deed will be filed.

Interim Chief Durfee anticipates that this process will be finalized prior to the November commissioner meeting, with no other action required.

## District Secretary/HR/Financial Report:

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

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

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## UNFINISHED BUSINESS:

### **Wildland Engine:**

Interim Chief Durfee confirmed that the engines are on site and have been placed in-service. One engine will be located at St.#37 and the other at St.#32.

### **AFG Tender Grant:**

The District plans to use the HGAC cooperative purchasing program, with which we have maintained a contract since 2018. Interim Chief Durfee and Mechanic Stucky reviewed a tender from Grant County Fire District #10 to explore potential concepts for the district's tender construction.

Interim Chief Durfee and Mechanic Stucky are finalizing the tender specs.

## NEW BUSINESS:

<b>Policy/Procedure:</b>	<b>Resolution 24-10-01</b>	<b>New/Modify/Changes</b>
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District Secretary Stucky presented and reviewed Resolution 24-10-01 along with the policies listed, to the Board. As the Board had no additional questions/comments/discussion, it was **moved/seconded (RZ/CY/all concurring) to approve Policy/Procedure “New/Modify/Changes” Resolution 24-10-01 and the listed policies. The motion was unanimously carried.**

District Secretary Stucky discussed the “Responsibility” section of our current policies. Upon review, both Interim Chief Durfee and District Secretary Stucky identified inconsistencies across several policies. District Secretary Stucky has consulted with District Attorney Brian Snure and is now awaiting his guidance on suitable language to be used throughout all policies and procedures. Additionally, District Secretary Stucky has requested the Board's approval to amend the existing policies and procedures according to the attorney's recommendations, without requiring resubmission to the Board.

As the Board had no additional questions/comments/discussion, it was **moved/seconded (RZ/CY/all concurring to authorized District Secretary Stucky to update current policy and procedures without resubmitting for the Boards approval with the “Responsibility” modification as per attorney recommendation.**

<b>Policy/Procedure:</b>	<b>Resolution 24-10-02</b>	<b>Surplus Items</b>
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District Secretary Stucky presented and reviewed Resolution 24-10-02 Surplus. As the Board had no additional questions/comments/discussion, it was **moved/seconded (RZ/CY/all concurring) to approve Policy/Procedure “Surplus Items” Resolution 24-10-02 and the**

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**listed surplus items. The motion was unanimously carried.** Interim Chief Durfee indicated that the items will be disposed at the least cost to the District.

## Secondary Washington Trust Credit Card Account:

The Board discussed establishing a secondary credit card account with Washington Trust as Grant County Treasurer hold accounts with them locally. The credit card will replace the Key Bank Mastercard that the District currently uses. Chairman Child (**seconded/RZ/CY/all concurring**) authorized District Secretary Stucky to apply for the Washington Trust credit card and fill out any necessary documentation. **Motion was unanimously carried.** The credit limit is to be set at \$15,000.00 with the Chief and District Secretary to be authorized representatives with the capability to make all necessary changes. The Board, Fire Chief and District Secretary will designate the authorized user. The Chief and District Secretary will be responsible for the review of all charges/approval.

## Preliminary Budget FY 2025:

The Board has authorized a 106% increase in the levy, aligning with the ballot's approval for the levy lid lift. This decision aims to provide essential funding for various programs and services within the community.

## EXECUTIVE SESSION

None Requested.

Having no further business, it was **moved/seconded (RZ/CY/all concurring) to adjourn** the meeting at 10:00 a.m. **The motion unanimously carried.**

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

By Secretary: April Stucky

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

## PUBLIC HEARING REGULAR COMMISSIONER MEETING

November 13, 2024

TIME: 9:30 AM