

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 September 11, 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 September 11, 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 Anderson

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 (CY/RZ/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 August 14, 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:

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 11th day of September, 2024 the Board by unanimous vote was approved. **(consent agenda)**

CONST:	240901001 – 240901002	\$ 87,594.37
EMS:	240902001 – 240902015	\$ 31,395.06
FIRE:	240903001 – 240903042	\$166,648.90
FIRE:	240904001 – 240904004	\$ 5,181.05
FIRE:	240905001	\$ 65,000.00

Payroll: August 23, 2024
September 6, 2024

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

STAFF REPORTS:

See attached.

Liaison: No report

AGENDA ITEMS

DEPARTMENT UPDATES:

Interim Chief Report:

Report stands as submitted.

City Report:

Interim Chief Durfee reported that he had attended council meetings and was contacted from the City regarding any 2025 budget requests/costs that the District would like to submit for. The request is due by September 18, 2024, and he will be working toward acquiring the information from staff and reviewing the information with District Secretary Stucky.

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Interim Chief Durfee discussed the FCAD road closures. He also informed the Board that the City is considering allowing food truck vendors within the City. He will keep the Board abreast on this as updates occur as this will impact the District in regard to inspections.

Interim Chief Operation Review:

Interim Chief Durfee updated the Board on the progression of the talks with Javier Obrien and the role of integrating fire services into the Gorge Amphitheater operations.

Interim Chief Durfee, Chairman Child and District Secretary/MSO Stucky met with the City of Quincy and Quincy Port District Commissioners to discuss the EMS Comprehensive Plan and the possibility of partnering together on the development, selection, process, etc. An additional meeting will be scheduled for late September to move forward with discussion and commitments and financial participation.

Interim Chief Durfee and District Secretary Stucky met with Protection 1 to discuss the EMS Comprehensive Plan and to invite their participation and input. They were receptive to collaborate with the group on the process.

Interim Chief Durfee informed the Board that the GESA grant notification may be in late September or October. He also indicated that the recruit class has begun and will run through November, Hazmat Ops will commence in December.

Interim Chief Durfee and Carmen Weber continue to work through the Interim Chief transition items and have created a 100-day plan.

Interim Chief Durfee is working on a summary of the current 2024 projects/status for the Board, and is developing potential 2025 goals, projects and District objectives. He will continue to update the Board.

Personnel: Presented to the Board:

Mashayla Schaapman	Volunteer St.31	Riley Moser	Resident
Jason Sanders	Volunteer St.36	Matthew Johnson	Volunteer St.36
Cole Hildebrand	Volunteer St.36	Kade Hildebrand	Volunteer St.36

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 informed the Board that he contacted Complete Design for the status on the close out phase process as the station has been accepted and is ready for resident occupancy.

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Commissioner Zolman discussed the need for the parking on the back side of the station to be graveled with both of the other Commissioners agreeing to this.

Interim Chief Durfee and District Secretary Stucky discussed a possible Open House at Station #37 and District Secretary Stucky indicated that once the date is confirmed, the invitation announcement will be distributed.

The Board determined that October 17, 2024 from 1:00- 3:00 pm will be scheduled for this and District Secretary Stucky will prepare the necessary notifications.

Sweet Clover Farms Subdivision:

Interim Chief Durfee informed the Board that all submittals are at the appropriate county departments, as well as the mylars and payment.

After approval confirmation from the County, the completion of the quit claim document and the subdivision will then be completed.

Interim Chief Durfee will continue to monitor the progress and report to the Board once he receives any updates from the County.

District Secretary/HR/Financial Report:

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

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

District Secretary Stucky discussed the 2025 Budget process with the Board and indicated that the Public Hearing for the 2025 Budget needs to be set and notification will be placed in the Columbia Basin Herald. The Board approved November 13, 2024, at 9:30 am, for the Public Hearing and District Secretary Stucky will prepare the necessary notifications.

District Secretary Stucky and Interim Chief Durfee will complete an analysis of the current 2024 Budget, all funds, and will prepare a 2025 Budget for the Boards review and input.

UNFINISHED BUSINESS:

Wildland Engine:

Interim Chief Durfee informed the Board that Wenatchee Valley Fire is drafting a purchase agreement for the two wildland engines available to the District for purchase. The price for both

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is \$65,000.00. As indicated from the August meeting, the engines will align with the district replacement plan. As the Board had no additional questions/comments/discussion, it was **moved/seconded (RZ/CY/all concurring)** to authorize Chairman Child to execute the purchase agreement for the two wildland engines in the amount of \$65,000.00. **The motion was unanimously carried.**

NEW BUSINESS:

Policy/Procedure:

Resolution 24-09-01

Modify/Changes

District Secretary Stucky presented and reviewed the policies that have been evaluated with 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 24-09-01 and the listed policies. The motion was unanimously carried.**

2024 Budget Amendments:

Resolution 24-09-02

Transfer of Funds

District Secretary Stucky presented and reviewed proposed transfer of funds with the Board. District Secretary confirmed that there are ample funds in the general fund to meet the future 2024 expenses. As the Board had no additional questions/comments/discussion, it was **moved/seconded (RZ/CY/all concurring)** to **approve Resolution 24-09-02 Transfer of Funds. The motion was unanimously carried.**

AFG Tender Grant:

Interim Chief Durfee discussed the 2023 AFG Tender Grant as the “Notice to Award” was received. Interim Chief Durfee confirmed that the Grant total is in the amount of \$580,000.00; AFG grant contribution is in the amount of \$552,380.95 with the Districts participation share \$27,619.05 that the grant has a 2-year timeframe. As the Board recognizes the benefit of the Tender to the District, and as they had no additional questions/comments/discussion, it was **moved/seconded (CY/RZ/all concurring)** to **accept the AFG Tender Grant. The motion was unanimously carried.**

Interim Chief Durfee will move forward to acquire the Tender through the appropriate process (bid/cooperative piggy back), and will keep the Board abreast moving forward.

Assistant Chief Positions:

Interim Chief Durfee informed the Board that Robert Horst has accepted the position as Assistant Chief Fire Prevention/Education. The employment contract was reviewed by the District attorney and was presented to the Commissioners for review. As the Board reviewed the contract and as they had no additional discussion, changes or corrections, it was **moved/seconded (RZ/CY/all**

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concurring) to approve the employment contract as presented and to authorize Chairman Child to execute the document. The motion unanimously carried. Mr. Horst employment start date is September 16, 2024.

Interim Chief Durfee discussed the position of Assistant Chief Operations/Training with the Board. Interim Chief Durfee reviewed that the standard hiring process that will be followed, if the Board approves the hiring of position. As the Board recognizes the benefit of this position, and as they had no additional questions/comments/discussion, it was **moved/seconded (CY/RZ/all concurring) to proceed with the process to hire for the position of Assistant Chief Operations/Training.**

Interim Chief Durfee and District Secretary Stucky will move forward with the standard district hiring process. Interim Chief Durfee mentioned that the process may take a little longer due to the approaching holidays.

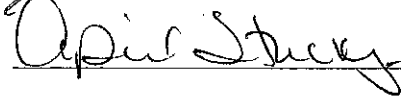
EXECUTIVE SESSION

Chairman Child requested an executive session pursuant to RCW 42.30.110 (G) to evaluate the qualifications of an applicant for public employment or review the performance of a public employee. The executive sessions will be for 10 minutes until 10:35 a.m. Those in attendance for session will be: Chairman Child, Commissioner Yeates, Commissioner Zolman, and District Secretary Stucky.

Chairman Child reconvened the meeting at 10:35 a.m.

Having no further business, it was **moved/seconded (RZ/CY/all concurring) to adjourn** the meeting at 10:35 a.m. **The motion unanimously carried.**

By Chairman:  _____

By Secretary:  _____

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

REGULAR COMMISSIONER MEETING

October 9, 2024

TIME: 9:30 AM