

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 April 12, 2023

The regular scheduled meeting of the Grant County Fire District #3 Commissioners was called to order by Chairman Zolman on April 12, 2023 – 9:30 a.m., at the District's Main Station.

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

Board of Trustee: Absent

Staff: Lt. Talley, Carmen Weber (P/T)

Liaison: None

Public: None

Volunteer:

PRESENTATIONS/AUDIENCE

None.

APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

Presented to the Board was the agenda/consent agenda items for the April 12, 2023 commissioner meeting. As the Board had no additional changes/correction, (agenda/consent agenda items) it was **moved/seconded (CY/KC/all concurring) to approve the consent agenda/agenda. Motion carried.**

CONSENT AGENDA ITEMS

MINUTES:

With the Board having no comments/changes, etc. the minutes from the Regular Commissioner meeting of March 8, 2023 were approved. (**consent agenda**)

BOARD OF TRUSTEES:

None

CORRESPONDENCE:

None

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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/discussion, and as of this 12th day of April, 2023 the Board by unanimous vote (**consent agenda**) to approve:

FIRE: 230402001 to 230402030 \$31,589.47

EMS: 230401001 to 230401016 \$28,896.00

Payroll: March 24, 2023
 April 10, 2023

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

STAFF REPORTS:

See attached.

Liaison: No report

AGENDA ITEMS

DEPARTMENT UPDATES:

Deputy Chief of Operations:

DC Durfee report included the proposed officers for 2023 and will be presented during personnel.

District Secretary/HR/Financial Report:

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

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

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District Secretary Stucky informed the Board that the Annual report for the SAO is due in May and will be ready for the Boards review at the next meeting.

Personnel: Jacob Wezenberg – Resident, Corey Linscott – St #30

The Board reviewed the applications for Jacob Wezenberg and Corey Linscott.

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

No motion was made on Corey Linscott's application.

District Secretary presented the Officer Selection for 2023-2024 submitted from Deputy Chief Durfee to the Board. As the Board had no additional questions/comments/discussion, it was **moved/seconded (CY/KC/all concurring)** to approve the presented for Officers for 2023-2024. **Motion carried.**

District Secretary Stucky (per policy/procedure) on behalf of Chief Leibel (still at active fire) informed the Board that Mechanic Stucky and District Secretary Stucky have requested vacation time which exceed 10 consecutive days. The dates are approximately June 22, 2023 through approximately July 23, 2023 for Mechanic Stucky and approximately July 1 to July 23, 2023, for District Secretary Stucky. District Secretary Stucky will be working remotely during this time. As the Board had no additional questions/comments/discussion, it was **moved/seconded (CY/KC/all concurring)** to approve the requested vacations. **Motion carried.**

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Resolution 23-04-01: Policy 4.4.1 Travel Reimbursement and Per Diem Compensation

District Secretary presented Resolution 23-04-01 Policy 4.4.1 Travel, Reimbursement and Per Diem Compensation to the Board. As the Board had no additional questions/comments/discussion, it was **moved/seconded (KC/CY/all concurring)** to adopt Resolution 23-04-01. **Motion carried.**

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Resolution 23-04-02: Policy Credit Card Accounts/Revolving Accounts

District Secretary presented Resolution 23-04-02 Credit Card Accounts/Revolving Accounts to the Board. As the Board had no additional questions/comments/discussion, it was **moved/seconded (KC/CY/all concurring) to adopt Resolution 23-04-02. Motion carried.**

Resolution 23-04-03: Payroll

District Secretary presented Resolution 23-04-03 Payroll to the Board. As the Board had no additional questions/comments/discussion, it was **moved/seconded (KC/CY/all concurring) to adopt Resolution 23-04-03. Motion carried.**

BLM/Fish and Wildlife:

District Secretary Stucky (on behalf of Chief Leibel) informed the Board he has reviewed both of the contracts and recommends to enter into the contracts with both BLM and Fish and Wildlife. As the Board had no additional questions/comments/discussion, it was **moved/seconded to authorize Chief Leibel to execute the BLM contract, and the Board will execute the Fish and Wildlife contract.**

IAFF MOA:

Deputy Chief Durfee presented MOA 23-01 Fire Marshal Compensation to the Board. The Board reviewed the MOU and as they had no additional questions/comments/discussion, it was **moved/seconded (CY/KC/all concurring) to authorize Chief Leibel to execute MOA 23-01.**

Deputy Chief Durfee presented MOA 23-02 Update Appendix A. The Board reviewed the MOA and as they had no additional questions/comments/discussion, it was **moved/seconded (CY/KC/all concurring) to authorize Chief Leibel to execute MOU 23-02.**

AMBULANCE SERVICE BOARD:

District Secretary updated the Board on the Grant County Ambulance Service Board transition from AMR to Lifeline as the service provider. The ASB members developing the contract are Chief Smith, Chief Burns, Chief Linn, and District Secretary Stucky.

CHIEF'S REPORT:

See attached

City Report:

See attached

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Trinidad/Crescent Bar St. #37:

Chairman Zolman inquired into the location status of the well. Chief Leibelt indicated that he is reviewing the location and will report back in May. Chief Leibelt also discussed the information he has regarding the option of a “stick built” building as an option for housing. Chief Leibelt will continue to investigate this option and report to the Board in May.

Sweet Clover Farms Subdivision:

Chief Leibelt and Chairman Zolman will continue to work with the County to clarify the classification question and a number of other items in question.

Chief's Update:

Chief Leibelt had no additional update and was managing an incident which delayed his attendance at this meeting.

EXECUTIVE SESSION

Chairman Zolman requested an executive session pursuant to RCW 42.30.110 “4” (g) To review the performance of an employee. The executive session will be for 30 minutes until 10:30 a.m. Those in attendance will be: Chairman Zolman, Commissioner Yeates, Commissioner Child, with Chief Leibelt, District Secretary Stucky and Mechanic Jim Stucky requested throughout the session.

Chairman Zolman reconvened the meeting at 10:30 a.m.

Chairman Zolman and the Board recognize that the succession plan for a mechanic is needed and instructed Chief Leibelt to move forward with this.

Chairman Zolman and the Board discussed the wages and benefits of Mechanic Jim Stucky. The Board increased his monthly vacation accrual from 10 hours to 12 hours and will increase his vacation bank one time of 40 hours. **Moved/seconded (CY/KC/all concurring)**. The Board directed the District Secretary to implement these changes as of April 1, 2023.

The Board directed Chief Leibelt to complete an annual performance evaluation on Department Secretary Volkov, for their review at the May meeting.

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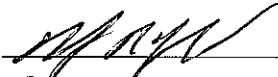
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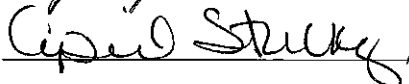
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District Secretary Stucky inquired as to any items the Board would request to be placed agenda for the May meeting. The Board requested that the executive session RCW 42.30.110 "4" (g) To review the performance of an employee, remain on the agenda for May.

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

By Chairman: 

By: Secretary: 

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

REGULAR COMMISSIONER MEETING

May 10, 2023

TIME: 9:30 AM