

GRANT COUNTY FIRE DISTRICT #3
Board of Commissioners
August 14, 2019

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Yeates on August 14, 2019 – 9:30 A.M., at the District Main Station, 1201 Central Ave. S., Quincy, WA.

Present: Chairman Yeates, Commissioner Gardner, Commissioner Williamson, Chief Fortier, DC Leibelt and District Secretary Weber.

Board of Trustee: Absent

Staff: Captain. Hille, Exec. Asst. Stucky, Gary Lebacken, Taylor Polson, Tyler Peters, Zachary Feist, Colton Middleton, Gregory Berndt, Jarrett Paullin, Tyler McCallum, Geoffrey Hudson, Kodie Euper, Jacob Ward, Nathan Aamold

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

The twelve resident/firefighters introduced themselves to the Board and thanked the Board for the opportunity to participate in the resident program. The Board expressed their appreciation for their dedication and commitment to the District.

MINUTES

Minutes from the regular commissioner meeting of July 10, 2019 was presented to the Board. As the Board had no additions/corrections/changes, it was **moved/seconded (AW/CY/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 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 informed the Board that the July checks were verified against the cover sheet submitted; vendor names/amounts were verified by FF M. Talley.

Secretary Weber reviewed the June Financial information which was mailed to the Board. As the Board had no questions, the reports stand as reviewed.

The July financial information have been received and have been preliminarily balanced. Once Secretary Weber receives the revenue/expenditure, completes the reconciliation, the reports will be mailed to the Board.

CORRESPONDENCE

Congress of the United States - House of Representatives - FYI

CITY REPORT

Report stands as submitted.

CHIEF REPORT

Report stands as submitted.

Chief Fortier updated the Board on the question regarding two easements that are currently on file. Chief Fortier spoke with attorney Brian Snure and his recommendation after review, was to update the easement on the deeds with Mattson (St#32) and Kallstrom (St#33).

The Board directed Chief Fortier to move forward with the revised documents.

Chief Fortier researched appraisers and informed the Board that Accredited Appraisal Services (used previously) estimate for 110 C St. S.W. Quincy, WA. is \$2,000.00 and would require 6 weeks. Pacific Appraiser is estimated at \$3,900.00 and would require 8 weeks. As Accredited Appraisal was used before and there were concerns, the Board instructed Chief Fortier to review the information with Brian Snure (attorney) to review options.

Personnel

Mathew Jones – St#33
Bradley Stine – St #36

Bryce Rosencrance -- Resident

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

Deputy Chief/Asst. Chief/Equip/Training

Report stands as submitted.

DC Leibelt discussed with the Board out of state travel for:
M.Talley – Fire Inspection Principals
A. Leibelt – Fire Service Financial Management

As the Board had no additional questions, it was **moved/seconded (KG/AW/all concurring) to approve the out of state travel for both.**

Fire Marshal/Facilities

Report stands as submitted.

Adm. Asst.

Report stands as submitted.

Liaison

Absent.

UNFINISHED BUSINESS

Station #37
Trinidad Update

Chief Fortier recapped the progress during July:

Chief Fortier executed the Notice to Proceed on August 12, 2019.

Building permit, temporary power panel; excavation mobilization; commissioning of well; manufacturing of building status.

The ground breaking ceremony will be scheduled as soon as appropriate.

Lorin Grigg Property – Update

The draft has been given to Mr. Grigg and as of today, no update has been received.

NEW BUSINESS

Resolution 19-08-01
Transfer from Reserve to Construction

Secretary Weber presented Resolution 19-08-01 to transfer funds from the reserve fund to the construction fund in preparation for upcoming expenses.

As the project continues to move forward, submittal for reimbursement from SIP grant will be forward to the county.

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 14th day of August, 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:190801001 \$72:00; EMS: 190802001-190802018 \$25,574.67; FIRE: 190803001 – 190803055 \$77,207.35. CONSTRUCTION: 190804001 \$145,859.49; FIRE: 190805001 \$50,591.00.

Payroll: 7/1 – 7/15/19 Pd 7/25/19 74.0 O/T
 7/16 – 7/30/19 Pd 8/10/19

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 20 minutes until 10:45. At 10:45 the Board requested an additional 10 minutes until 10:55 – Secretary Weber was dismissed. At 10:55 the Board requested an additional 10 minutes until 11:05 and requested Executive Assistant April Stucky’s presence. At 11:05 the Board requested an additional 10 minutes until 11:15 and requested District Secretary Weber’s presence.

At 11:15 the regular commissioner meeting was called to order. District Secretary presented her letter of resignation from the position of District Secretary.

The Board discussed the benefit of retaining Weber in a part-time position and directed Weber to present back to the Board an employment contract for the position of District Secretary, along with a contract for a part-time administrative position.

The regular commissioner meeting was reconvened at 11:20.

Being no further business, it was **moved/seconded (KG/AW/all concurring/motion carried) to adjourn** at 11:20 AM.

By Chairman: *Carl E. Yeates*

By Secretary: *Ann S. Weber*

Next regular scheduled meeting:

<p style="text-align:center"><u>COMMISSIONER MEETING</u> <u>WEDNESDAY, September 11, 2019</u> TIME: 9:30 AM</p>
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