

GRANT COUNTY FIRE DISTRICT #3

Board of Commissioners

March 10, 2021

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Zolman on March 10, 2021 – 9:30 a.m., at the District Main.

Present: Chairman Zolman (at main station), Commissioner Williamson, Commissioner Yeates, Executive Assistant Weber (aforementioned attended by Zoom) Interim Chief Leibelt and District Secretary Stucky (at the main station).

Board of Trustee: Absent

Staff: FF Talley

Liaison: Absent

Public: Steven Feeney

Volunteer: None

PRESENTATIONS/AUDIENCE

None present.

APPROVAL OF CONSENT/ AGENDA

Presented to the Board was the consent agenda/agenda for the March 10, 2021 commissioner meeting. District Secretary Stucky received two late correspondence and enter those before the Board; Colton Middleton and Carmen Weber. Chairman Zolman indicate that the two executive sessions RCW 42.30.110 (1) (G) – to review the performance of a public employee and RCW 42.30.110 (1) (G) to evaluate an applicant for public employment will run concurrently and will occur before the executive session scheduled for Real Estate. As the Board had no additional changes/correction, (consent agenda/agenda) it was **moved/seconded (CY/AW/all concurring) to approve the consent agenda/agenda. Motion carried.**

MINUTES

With the Board having no comments/changes, etc. the minutes from the regular commissioner meeting of February 10, 2021, were approved. **(consent agenda)**

BOARD OF TRUSTEES

No Invoices.

FINANCIAL REPORT

The February checks were verified against the cover sheet submitted; vendor names/amounts were verified by Administrative Assistant Bowling.

District Secretary Stucky received the January financial statements has reviewed and all funds and are balance. The report stands as distributed with the 2020 Schedule 11 and 12. **(consent agenda)**

CORRESPONDENCE

Mike Ryan – Resignation – Colton Middleton – Resignation, Carmen Weber - Resignation

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 10th day of March, 2021 the Board by unanimous vote **(consent agenda)** does approve for payment and these vouchers on the attached list and further described as follows: claim voucher number: **CONSTRUCTION:** 210301001 \$3,508.75; **EMS:** 210302001 – 210302011 \$14,059.99; **FIRE:** 210303001 - 210303062 \$55,073.23.

Payroll: 2/1 – 2/15/2021 Pd 2/25/2021
 3/1 – 3/15/2021 Pd 3/10/2021

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

STAFF REPORTS

Interim Fire Chief/Asst. Chief/Equip/Training

Report stands as submitted. **(consent agenda)**

Fire Marshal/Facilities

Report stands as submitted. **(consent agenda)**

Adm. Asst.

Report stands as submitted. **(consent agenda)**

Liaison

No report.

GENERAL AGENDA

CITY REPORT

Report stands as submitted.

INTERIM FIRE CHIEF REPORT

Report stands as submitted.

Personnel

Proposed to the Board:

Brandon McGraw – Resident

It was **moved/seconded (AW/CY/all concurring)** to accept the proposed pending background/verification. **Motion carried.**

UNFINISHED BUSINESS

Station #37

Trinidad Update

Interim Chief Leibelt has received a tentative completion date on the property appraisal from Pacific Appraisal of March 28, 2021. The property is approximately 1.5 acres.

Chief Leibelt informed the Board that he has continued to meet with Complete Design to update them on any questions that have arise and to move forward to the presentation of their design for the project.

Lorin Grigg Property – Update

Stewart Title is working with 48 North on the final questions/documents and Interim Chief Leibelt believes their work should be completed before the April meeting.

110 C St. SW Quincy, WA

To be discussed during the scheduled executive session.

NEW BUSINESS

Standardization of Administrative Documents Presented to the Board of Commissioners

Executive Assistant Weber and District Secretary Stucky presented the final documents that will be utilized administratively for; Hiring Process (support documents), Application Packet, On Board New Hire's (support documents), Exit of Employee (document). By standardizing the documents, the District will be able to have continuity and the efficiency will be improved significantly.

Currently a probationary Career Task Book and an Administrative Task Book are under development by Executive Assistant Weber and District Secretary Stucky.

FF Talley and FF Ryan (volunteer J. Rhoades) have developed a Resident Task Book which is currently in use and are developing a Volunteer Book.

Policy 4.1.3 – D Lieutenant – Career Resolution 21-03-01 – Possible Adoption

Presented to the Board was the draft Policy 4.1.3 – D – Lieutenant. Interim Chief Leibelt discussed the draft policy with the Board and as they had no additional questions/comments/etc., it was **moved/seconded (CY/AW/all concurring) to adopt Resolution 21-03-01 Policy 4.1.3 D Lieutenant – Career.**

Policy 4.1.19 EMS Medical Service Officer Resolution 21-03-02 – Possible Adoption

Presented to the Board was the draft Policy 4.1.19 – EMS Medical Service Officer. Interim Chief Leibelt discussed the draft policy with the Board and as they had no additional questions/comments/etc., it was **moved/seconded (CY/AW/ concurring) to adopt Resolution 21-03-02 Policy 4.1.19 EMS Medical Service Officer.**

EXECUTIVE SESSION

Chairman Zolman requested an executive session in accordance with RCW 42.30.110 (1) G to review the performance of a public employee and RCW 42.30.110 (1) G to evaluate an applicant for public employment. The sessions will run concurrently and will be for 50 minutes until 10:40 a.m. Those in attendance for the first session will be: Chairman Zolman, Commissioner Williamson, Commissioner Yeates and Executive Assistant Weber. The second session started at 10:10 a.m.; those in attendance will be: Chairman Zolman, Commissioner Williamson, Commissioner Yeates and Interim Chief Leibelt. The third session started at 10:30 a.m.; those in attendance will be: Chairman Zolman, Commissioner Williamson, Commissioner Yeates and District Secretary Stucky.

At 10:40 a.m. Chairman Zolman reconvened the regular commissioner meeting and convened into the next executive session as stated on the agenda: RCW 42.30.110 (1) C to consider the minimum price at which real estate will be offered for sale. The session will be for ten minutes until 10:50 a.m. Those in attendance will be: Chairman Zolman, Commissioner Williamson, Commissioner Yeates, Interim Chief Leibelt and District Secretary Stucky.

Chairman Zolman reconvened the regular commissioner meeting at 10:50 a.m.

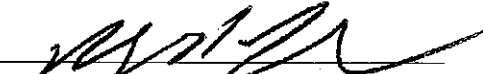
Chairman Zolman received the recommendation for the hiring of the vacant firefighter position from Interim Chief Leibelt. The Board direct him to complete the hiring process and extend the offer per his recommendation with salary/benefits in accordance with the current IAFF contract. **(motion/second CY/AW/all concurring)**

Chairman Zolman received the recommendation for a Lieutenant position. The Board directed Chief Leibelt to start the process for a Lieutenants position. The Board directed Interim Chief Leibelt to complete the advancement process. **(motion/second AW/CY/all concurring)**

Chairman Zolman received the recommendation for EMS Medical Service Officer from Interim Chief Leibelt and directed him to work with Executive Assistant Weber and Brian Snure to compose the employment contract and present this to the Board at the special meeting Wednesday, March 31, 2021. **(motion/second AW/CY/all concurring)**

Chairman Zolman directed Interim Chief Leibelt to being the process for the Surplus of 110 C St. SW. Quincy, WA 98848 following the direction by the district attorney Brian Snure. The required special meeting will be scheduled for Wednesday, March 31, 2021 at 9:300 at the Main Station.

Being no further business, it was **moved/seconded (CY/AW/all concurring) to adjourn** the meeting at 10:55 a.m. Motion carried.

By Chairman: 

By: Secretary: 

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

<p style="text-align: center;"><u>REGULAR COMMISSIONER MEETING</u> April 14, 2021 TIME: 9:30 AM</p>
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GRANT COUNTY FIRE DISTRICT #3
Board of Commissioners
March 31, 2021

The special meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Zolman on March 31, 2021 – 9:30 a.m., at the District Main.

Present: Chairman Zolman (at main station), Commissioner Williamson, Commissioner Yeates, Executive Assistant Weber (aforementioned attended by Zoom/phone) Interim Chief Leibelt and District Secretary Stucky (at the main station).

Staff: FF Talley

Public:

Volunteer: None

Chairman Zolman called the special meeting to order. As a special meeting, the agenda stands as posted.

PUBLIC HEARING FOR THE
DISPOSAL OF SURPLUS PROPERTY

Chairman Zolman asked, "any comments on the proposed disposal of surplus property" – no response.

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Public hearing therefore is closed.

RESOLUTION 2021-03-03
SURPLUS PROPERTY

Resolution 2021-03-03 was presented to the Board. The property referred to as 110 C St. S.W., Quincy, WA is no longer of use to the District and has been determined to be surplus for sale.

As the Board had no additional questions/ comments, it was **moved/seconded (CY/AW/all concurring) to adopt Resolution 2021-03-03. Motion carried.**

REAL ESTATE PURCHASE AND SALE AGREEMENT
110 C ST. S.W., QUINCY, WA

The Real Estate Purchase and Sale Agreement was presented to the Board. The agreement was composed by District Attorney Brian Snure.

After review of the agreement, and as the Board had no additional questions/comments, it was **moved/seconded (CY/AW/all concurring) to execute the agreement for the sale of 110 C St. S.W., Quincy, WA. Motion carried**

EXECUTIVE SESSION

Chairman Zolman requested an executive session in accordance with RCW 42.30.110 (1) (g) to evaluate an applicant for public employment. The sessions will be for 15 minutes until 9:55 a.m. Those in attendance will be: Chairman Zolman, Commissioner Williamson, Commissioner Yeates, Interim Chief Leibelt and Executive Assistant Weber.

Chairman Zolman reconvened the special commissioner meeting at 9:55 a.m.

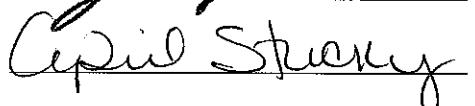
Chairman Zolman and the Board extended the offered of EMS Medical Service Officer/District Secretary position to April Stucky. The salary for the position will be \$76,442.00 annual and the benefits will continue as stated in addendum A.

If accepted by April Stucky, the commencement date of the position will be April 1, 2021.

April Stucky accepted the position and appreciates the confidence the Board has bestowed upon her.

Being no further business, it was moved/seconded (CY/AW/all concurring) to adjourn the special meeting at 9:58 a.m.

By Chairman: 

By: Secretary: 

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

<p><u>REGULAR COMMISSIONER MEETING</u> April 14, 2021 TIME: 9:30 AM</p>
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