

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 November 13, 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 November 13, 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, Assistant Chief Horst, FF Massey

Liaison: None

Public: None

PRESENTATIONS/AUDIENCE

None.

APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the November 13, 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 October 9, 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.

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

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 13th day of November, 2024 the Board by unanimous vote was approved. **(consent agenda)**

CONST:	241101001 – 241101001	\$ 11,860.00
EMS:	241102001 – 241102016	\$ 26,958.75
FIRE:	241103001 – 241103043	\$ 98,113.94

Payroll:

October 18, 2024

November 1, 2024

November 15, 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 reported that he attended City Council meetings; presented the District budget requests to the City for 2025; and he has scheduled a meeting with the City for the 2025 fee, it is scheduled for November 22, 2024.

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

Operations:

Interim Chief Durfee informed the Board that the 2025 Vision Plan is under works; Assistant Chief Horst successfully passed ICC Inspector 2; October Fire Prevention was well attended and recognized the staff and support for all of their assistance; the Fire Training Academy is nearing its completion, with staff members diligently offering support. The shop has successfully finished the required work on the two brush trucks, which are now in service. They are presently focused on the new duty rigs. Furthermore, District Secretary Stucky and the Department Secretary have finalized the payroll for Volunteer points.

Interim Chief Durfee requested the Boards approval to apply for the Executive Fire Officers Program at the Fire Academy. The program will be for 2 years, require out of state travel and attendance will be twice per year. Additionally, a letter of recommendation from the Chairman is required with the application.

The Board recognized the value of the program and agreed to allow Interim Chief Durfee to apply.

Personnel: Presented to the Board:

Ethan Christensen

Resident

Carson Ormsby

Resident

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 the gravel project has been completed and that landscaping will be evaluated in the spring of 2025.

Sweet Clover Farms Subdivision:

Interim Chief Durfee received confirmation that the short plat has been recorded and that the quit claim deed will be the final step. A time and date to meet with the owners will be set later this month and this will then conclude the transfer of the property.

Commissioner Zolman requested that a "Thank you" be sent to both Lorin Grigg Sr. and Lorin Grigg Jr. for all of their assistance and requested that the project be recognized at the annual banquet.

District Secretary/HR/Financial Report:

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

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

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

UNFINISHED BUSINESS:

Trinidad/Crescent Bar Closeout:

Interim Chief Durfee and District Secretary Stucky reported that Shawn Mudgett continues to work toward the close out process.

FY 2025 Budget Presentation:

District Secretary Stucky presented and reviewed FY 2025 Fire and EMS Budget along with SHB 5136.

As there were no further discussions, changes, or corrections from the Board, it was moved/seconded (RZ/CY/all concurring) to approve FY 2025 Budget as presented for Fire, EMS and SHB 5136 as presented. The motion was unanimously carried.

NEW BUSINESS:

Chain of Command Flow Chart:

Interim Chief Durfee presented and discussed the need for the revision of the Chain of Command Flow Chart with the Board. As the Board had no additional questions/comments/discussion, the Board unanimously authorized the revised **Chain of Command Flow Chart**.

Policy/Procedure:

Resolution 24-11-01

New/Modify/Changes

District Secretary Stucky presented and reviewed Resolution 24-11-01 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 24-11-01 and the listed policies. The motion was unanimously carried.**

FY 2025 Fire Budget Certification:

District Secretary presented and reviewed the FY 2025 Fire Certification with the Board. As the voted levy passed for 2025, a resolution was not required.

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

As the Board had no additional questions/comments/discussion, the Board unanimously authorized **the Levy Certification for FY 2025 Fire Budget.**

FY 2025 EMS Budget: Resolution 24-11-02 Approval

District Secretary Stucky presented and reviewed Resolution 24-11-02 EMS 2025 Budget. As the Board had no additional questions/comments/discussion, it was **moved/seconded (CY/RZ/all concurring)** to **approve Resolution 24-11-02 EMS 2025 Budget. The motion was unanimously carried.**

SHB 5136: Approval

District Secretary Stucky reviewed and discussed SHB 5136 with the Board. As the Board had no additional changes/questions/it was **moved/seconded (CY/RZ/all concurring)** to **impose SHB 5136.**

WFOA 2025 Employer Application & Eligibility/Contract Form:

District Secretary Stucky reviewed the application for the WFOA 2025 eligibility form with the Board. **As the Board had no additional questions/comments/discussion, the Board approved/authorized the execution of the WFOA 2025 form.**

EMS Comprehensive Plan:

Interim Chief Durfee discussed and updated the Board on the status regarding the EMS Comprehensive Plan.

Interim Chief Durfee presented the Joint Procurement Agreement with the City of Quincy and the Request for Proposal (RFP) Comprehensive Review of EMS Service for Quincy Valley to the Board. The documents were drafted by the District's attorney Brian Snure.

As the Board had no additional questions/comments/discussion, it was **moved/seconded (RZ/CY/all concurring)** to **approve the Joint Procurement Agreement with the City of Quincy and the Request for Proposal (RFP) Comprehensive Review of EMS service for Quincy Valley. The motion was unanimously carried.**

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 15 minutes until 10:15 a.m. Those in attendance for

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

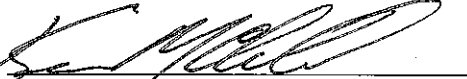
session will be: Chairman Child, Commissioner Yeates, Commissioner Zolman, Interim Chief Durfee. District Secretary Stucky was asked to join at 10:10.

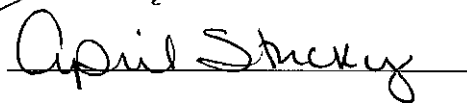
Chairman Child reconvened the meeting at 10:16.

The Board instructed Interim Chief Durfee to extend the job offer to the candidate who best aligns with the Interim Chief's assessment.

The position will be contractual, exempt, requiring 40 hours per week with standard benefits. Some contract specifics remain to be settled, and the Board tasked Interim Chief Durfee and District Secretary Stucky to proceed with finalizing these details.

Having no further business, it was **moved/seconded (RZ/CY/all concurring) to adjourn** the meeting at 10:18 a.m. **The motion unanimously carried.**

By Chairman: 

By Secretary: 

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

REGULAR COMMISSIONER MEETING

December 11, 2024

TIME: 9:30 AM