

GRANT COUNTY FIRE DISTRICT #3
Board of Commissioners
January 8, 2020

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Yeates on January 8, 2020 – 9:30 A.M., at the District Main Station.

Present: Chairman Yeates, Commissioner Gardner (via skype), Commissioner Williamson, Chief Fortier, Deputy Chief Leibelt. District Secretary Stucky and Executive Assistant Weber.

Board of Trustee: Absent

Staff: Capt. Hille

Liaison: Absent

Public:

Volunteer: Nigel McNeill

APPROVAL OF AGENDA

Chief Fortier requested the addition of Michael Spence for consideration under personnel. As there were no requests for additional agenda items, it was **moved/seconded (CY/AW/all concurred/motion carried with all concurring)** to approve the presented agenda. **Motion carried.**

PRESENTATIONS/AUDIENCE

Nigel McNeill expressed his appreciation to the Board for the opportunity and training that he received while employed with Grant County Fire District #3.

MINUTES

Minutes from the regular commissioner meeting of December 11, 2019 was presented to the Board. As the Board had no additions/corrections/changes, it was **moved/seconded (KG/AW/all concurred)** to approve the minutes as presented. **Motion carried.**

BOARD OF TRUSTEES

Present were Chairman Yeates, Chief Fortier, Board of Trustee Gardner (skype), Secretary Stucky. Representative Jorge Rios was unable to attend this meeting, He will review the information within the week.

The current invoices were presented to the Board for review and were approved.

FINANCIAL REPORT

District Secretary Stucky informed the Board that the December checks were verified against the cover sheet submitted; vendor names/amounts were verified by Admin. Assistant Bowling.

District Secretary Stucky discussed the November financial statements, which were received after the November meeting, with the Board. All funds are in balance.

Executive Assistant Weber informed the Board that the payment on the SIP Grant#2 was received. The repayment on the loan portion will begin in 2020 and will extend for 5 years.

Executive Assistant Weber also informed the Board that the information for reimbursement of the destroyed engine/equipment was prepared and forwarded to Chief Fortier for submittal to the insurance company. The amount is \$118,511.47.

Executive Assistant Weber and District Secretary Stucky spent considerable time researching the Safer grant requirements due to the recent firefighter vacancy. The grant requires the District to maintain the same staffing level submitted in the grant application.

The Firefighter Safer Grant will enter into the final year as of January 24, 2020 and reimbursement will be reduced to 35%.

Executive Assistant Weber and District Secretary Stucky compiled the 2019 year-end figures for the Safer Grant (tuition/reader board) are working with Firefighter Talley on ideas for the tuition portion of the grant. The grant will be completed in 2023 and is 100% reimbursable.

CORRESPONDENCE

Barb Burns - FYI

CITY REPORT

Report stands as submitted.

CHIEF REPORT

Report/matrix stands as submitted.

Chief Fortier reported that he had spoken with Curt Morris regarding the 110 C St. SW, Quincy, WA. Property. This property will be further discussed during the executive session.

Personnel

Proposed to the Board:

Austin Halvorson – Resident

Michael Spence - Volunteer

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

Deputy Chief/Asst. Chief/Equip/Training

Report stands as submitted.

DC Leibelt reported that the new duty rig has been ordered and the two new engines are both in service.

Fire Marshal/Facilities

Report stands as submitted.

Adm. Asst.

Report stands as submitted.

Liaison

Absent.

UNFINISHED BUSINESS

Station #37
Trinidad Update

Chief Fortier update as follows:

Occupancy was approved as of January 6, 2020 with a 30- day final.

Turn out racks, drop cords, recommissioning of the well, install air drops – to be performed.

Third Party review of energy envelope – use of alternative method.

Tobin Electric submitted final electrical inspection and it has been approved.

With the current construction status of the Trinidad station, Chief Fortier recommend that the “ Notice of Substantial Completion” be delivered to Knutson Construction LLC. As the Board had no additional questions/discussion, it was **moved/seconded (AW/CY/all concurring) to execute the Notice of Substantial Completion. Motion carried.**

Lorin Grigg Property – Update

No new update.

NEW BUSINESS

Commissioner Signature Stamp Approval

District Secretary Stucky discussed the need for a signature stamp to be used in the event that a commissioner is unable to sign warrant requests, resolutions, etc.

After confirmation with the State Auditors and MRSC, the use of a signature stamp is acceptable with approval of the Commissioner.

If the Board approves usage of a signature stamp, a policy will be composed and presented to the Board.

As the Board had no additional discussion/questions, it was **moved/seconded (AW/KG/all concurring) to purchase the signature stamp and proceed with the policy. Motion carried.**

Vacant Firefighter Position

Deputy Chief Leibelt discussed the vacant firefighter position with the Board. Deputy Chief Leibelt discussed the possible start date to be prior to fire season with the position notification to be in-house. As the Board had no additional comments, questions, etc., it was **moved/seconded (AW/KG/all concurring) to proceed with the process for hiring of the Firefighter position. Motion carried with all concurring.**

Surplus Equipment Resolution 20-20-01

Deputy Chief Leibelt reviewed the list of items that have been deemed surplus with the Board. As there were no additional questions/comments, it was **moved/seconded (AW/KG/all concurring) to adopt Resolution 20-20-01. Motion carried.**

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 8th day of January 2020, the Board by unanimous vote (**CY/KG/all concurring/motion carried**) does approve for payment and these vouchers on the attached list and further described as follows: claim voucher number: CONSTRUCTION: 200101001 - 200101003 \$544.33; EMS: 200102001 -200102008 \$22,008.35; FIRE: 200103001 -200103067 \$73,728.22; CONSTRUCTION: 20014001 \$50,660.62; FIRE: 200105001 – 200105008 \$8,498.80; FIRE:20016001 – 20016003 \$846.33.

Payroll: 12/1 – 12/15 Pd 12/25/19 O/T 19 hours (November)
 12/16 – 12/31 Pd 1/10/2020 O/T 63.50 hours (December)

Also, reviewed and approved with the vouchers.

EXECUTIVE SESSION

Chairman Yeates called an executive session in accordance with RCW 42.30.110 (1) (c) "to consider the sale of real estate.

Requested in the session: Chairman Yeates, Commissioner Gardner, Commissioner Williamson, Chief Fortier, DC Leibelt, District Secretary Stucky, Executive Assistant Weber, Capt. Hille.

The executive session will be for 15 minutes until 10:45 A.M. At 10:45 Chairman Yeates request an additional 15 minutes until 11:00 A.M..

At 11:00 A.M. the regular meeting was reconvened.

Being no further business, it was **moved/seconded (CY/AW/all concurring/motion carried) to adjourn** at 11:02 A.M.

By Chairman: Carl E. Yeates

By: Secretary: April Stucky

Next regular scheduled meeting:

COMMISSIONER MEETING
WEDNESDAY, February 12, 2020
TIME: 9:30 AM