

GRANT COUNTY FIRE DISTRICT #3
Board of Commissioners
February 13, 2019

The regular scheduled meeting of the Grant County Fire District #3 Commissioner's was called to order by Chairman Yeates on February 13, 2019 – 9:30 A.M., at the District Main Station.

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

Board of Trustee: Jorge Rios

Staff: Lt. Hille

Liaison: Jorge Rios

Public:

APPROVAL OF AGENDA

As there were no requests for additional agenda items, it was **moved/seconded AW/KG/all concurred**) to approve the presented agenda. **Motion carried with all concurring.**

PRESENTATIONS/AUDIENCE

None.

MINUTES

Minutes from the regular commissioner meeting of January 9, 2019 was presented to the Board. As the Board had no additions/corrections/changes, it was **moved/seconded (AW/KG/all concurred) to approve the minutes as presented.**

BOARD OF TRUSTEES

Present were Chairman, Yeates Chief Fortier, Board of Trustee Gardner (via phone), Representative Jorge Rios and Secretary Weber.

The current invoices were presented to the Board for review and were approved: Providence Sacred Heart – (2 Mattson); Shopko – (2 – Mattson). After review of the documents, the Board did approve those submitted.

FINANCIAL REPORT

Secretary Weber informed the Board that the January checks were verified against the cover sheet submitted; vendor names/amounts were verified by FF M. Talley.

Secretary Weber discussed the December financial statements, which were received after the December meeting, with the Board. All funds are in balance.

Secretary Weber then reviewed the 2018 expenditures/revenue/annual outcome with the Board for each fund.

Secretary Weber and Exec. Assistant Stucky have submitted the BIAS payroll system to the County. The payroll process was successful and total conversion is expected within the next few months.

The audit was completed with the exit on January 25, 2019. The State Auditors final report will be completed in March. The EMMA refile for 2016 and 2017 was also completed

Chairman Yeates inquired into previous year end balance. Secretary Weber will bring the information to the February meeting.

The annual banquet (postponed due to weather) scheduled for February 9, 2019 has been rescheduled for April 13, 2019.

CORRESPONDENCE

None received.

CITY REPORT

Report stands as submitted.

CHIEF REPORT

Report/matrix stands as submitted.

Chief Fortier also reported on:

Cargo Trailer Recommendation: The Chief reviewed the cost of the Interstate vs. Charmac trailer and the difference of options/reliability/ between the two. The trailer will also be used for rehab. After review of both trailers, and the recommendation from Chief Fortier, the Board **moved/seconded (CY/AW/all concurring) to purchase the Charmac Trailer for \$19,008.00. Motion carried.**

Personnel

Proposed to the Board:

Alyssa Schrader St# 35

Nathan McManon (Resident)

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

Deputy Chief/Asst. Chief/Equip/Training

Report stands as submitted.

DC Leibel discussed the budgeted vehicle. The 2020 Suburban will be release for purchase in late spring/early summer.

The Dipprey house burn is tentatively scheduled for March 30, 2019.

Fire Marshal/Facilities

Report stands as submitted.

Adm. Asst.

Report stands as submitted.

Liaison

Liaison Rios had no report.

UNFINISHED BUSINESS

Station #37
Trinidad Update
SIP Grant Update

Chief Fortier informed the Board that he received a call that the District tentatively will be awarded the SIP grant. A formal notification should be received soon.

Chief Fortier discussed with the Board the station project. With the award of the SIP grants, the district reserved \$200,000 for the project, the benefit to the residents, the Board continues their commitment for the St#37 facility. The Board confirmed to the Chief approval to continue moving toward the construction. Chief Fortier confirmed that a number of the pre-construction items can be performed. He will report the status update in March.

Discussion on a notice, in the paper, once the award of the grant is received. Chief Fortier will compose this as directed by the Board.

Chief Fortier updated the status: lot consolidation, discretionary use permit, draft construction contract documents, drawings, etc. The building permit deposit will be \$600.00 with the total permit cost at approximately \$2,700.00. Timeframes on building delivery and cost were also presented along with quotes from (solicited three vendors) to commission the well; 3 HP/installation: Hochstatter \$6,943.87 with WSST; Lad Irrigation Co. \$8,332.60 with WSST.

Lorin Grigg Property – Update

Chief Fortier reported: R. Zolman continues to assist with the progress of the discussion; Mr. Grigg would like a rough stake out of the project; discussion with B.Snure on options/draft lease agreement possibility.

Training Captain – Policy 4.1.15
Resolution 19-02-01 – Possible Adoption

Presented back to the Board was Policy 4.1.15 Training Captain. The Board reviewed the policy and as they had no additions/corrections/question, it was moved and seconded(**KG/AW/all concurring**) to adopt **Policy 4.1.15 with the Resolution 19-02-01.**

NEW BUSINESS

Training Captain Job Announcement – Draft

Presented to the Board by DC Leibelt was the draft job announcement for Training Captain. After the Board reviewed the announcement, discussed the need for the position, the benefit to the District, salary range, it was **moved/seconded (KG/CY/all concurred) to move forward with the position of Training Captain/ announcement.** DC Leibelt will also need to compose the MOU for the IAFF. continue moving forward as outlined in the announcement. The Board authorized Chairman Yeates to sign the MOU when finalized.

The salary range will be updated in the announcement, as approved by the Board, \$72,068.24. A range of \$68,464.83 to \$70,000.00 upon selection with a year probation.

Officer Selection

Deputy Chief Leibelt presented the recommendations for the 2019 Officers, which were reviewed by the career staff.

As the Board had no additional questions/comments, it was **moved/seconded (CY/AW/all concurring) to approve the Officers for 2019 as presented.**

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 February 2019, the Board by unanimous vote (**AW/KG//all concurring/motion carried**) does approve for payment and these vouchers on the attached list and further described as follows: claim voucher number: EMS: 190201001 -

190201004 \$13,050.85; FIRE: 1900202001 – 190202001 \$614.56; FIRE: 190203001 – 190203059 \$66,479.16; FIRE: 102001-190102077 \$101,119.50.- FIRE: \$2,525.00.

Payroll: 1/1-1/15 Pd 1/25/19
1/16 – 1/31 Pd 2/10/19

Also, reviewed and approved with the vouchers.

EXECUTIVE SESSION

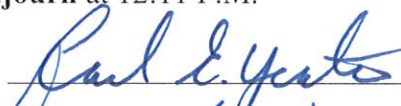
Chairman Yeates requested an executive session pursuant to RCW 42.30.110 (g) to review the performance of a public employee. The Chairman requested the Commissioners attendance for 20 minutes until 11:35. At 11:35 the Chairman requested an additional 20 minutes until 11:55 and requested District Secretary Weber to attend.

Chairman Yeates reconvened the public meeting at 11:55.

The Board discussed the progress of the succession plan, organizational restructure and the timely movement of the top priority of Station #37.

Chief Fortier and DC Leibelt received direction from the Board on these items along with the Board’s expectations. Progress reports will be presented to the Board monthly.

Being no further business, it was **moved/seconded (CY/AW/all concurring/motion carried) to adjourn** at 12:11 P.M.

By Chairman: 

By: Secretary: 

Next regular scheduled meeting:

COMMISSIONER MEETING
WEDNESDAY, March 13, 2019
TIME: 9:30 AM