

GRANT COUNTY FIRE DISTRICT #3

1201 CENTRAL AVENUE S • P.O. BOX 565 • QUINCY, WA 98848

P: (509)787-2713 | WWW.GCFD3.NET

COMMISSIONERS: CARL YEATES, RANDY ZOLMAN, KEVEN CHILD

DISTRICT SECRETARY: APRIL STUCKY

Commissioner Meeting October 11, 2023

The regular scheduled meeting of the Grant County Fire District #3 Commissioners was called to order by Chairman Zolman on October 11, 2023 – 9:30 a.m., at the District's Main Station.

Present: Commissioner Zolman, Commissioner Yeates, Commissioner Child, Chief Leibelt, Deputy Chief Durfee and District Secretary Stucky.

Board of Trustee: Absent

Staff: Carmen Weber

Liaison: None

Public: None

Volunteer: None

PRESENTATIONS/AUDIENCE

None.

APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

Presented to the Board was the agenda/consent agenda items for the October 11, 2023 commissioner meeting. As the Board had no additional changes/correction, (agenda/consent agenda items) it was **moved/seconded (CY/KC/all concurring) to approve the consent agenda/agenda. Motion carried.**

CONSENT AGENDA ITEMS

MINUTES:

With the Board having no comments/changes, etc. the minutes from the Regular Commissioner meeting of September 13, 2023, were approved. (consent agenda)

BOARD OF TRUSTEES:

The Board reviewed and approved the invoices submitted. Representative Rios will review the invoices later today. District Secretary Stucky will forward all the documents to BVFF after his approval.

CORRESPONDENCE:

None Received.

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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/discussion, and as of this 11th day of October, 2023 the Board by unanimous vote (**consent agenda**) to approve:

EMS:	231001001	231001014	\$30,895.95
FIRE:	231002001	231002063	\$141,115.37
EMS:	231003001	231003003	\$4,324.88

Payroll: September 22, 2023
October 6, 2023

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

STAFF REPORTS:

See attached.

Liaison: No report.

AGENDA ITEMS

DEPARTMENT UPDATES:

Chief Report:

Report Stands as Submitted.

City Report:

Report Stands as Submitted.

Chief Leibelt indicated that updated information will be covered under “Unfinished Business”.

Deputy Chief of Operations:

Deputy Chief Durfee briefly highlighted a number of items from his written report.

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Sweet Clover Farms Subdivision:

Deputy Chief Durfee and Chairman Zolman met with Kent Ziemer, (Grant County Development Service) Associate Planner, to discuss the status of the project. A member from the planning department was unable to attend, but Mr. Ziemer will forward all the information to that department. As it stands, an MOA may be necessary and Mr. Ziemer will follow up with Deputy Chief Durfee once the information is received. Deputy Chief Durfee will report back as soon as he receives the information. The project deadline was also discussed and Mr. Ziemer indicated that an extension would not be an issue if required.

District Secretary/HR/Financial Report:

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

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

District Secretary Stucky confirmed that she has completed the registrations/accommodations for those who will be attending the Commissioners Conference.

District Secretary Stucky discussed the review of the annual Vendor List (conflict of interest) and the 2024 Commissioner meeting dates with the Board. Both items will be placed on the December agenda and if the Board desires any change to the 2024 meeting dates/times which are established by Resolutions, she would like those at the November board meeting.

Staff/Personnel:

Deputy Chief Durfee presented the following:

Yahir Gonzalez: Resident
Ethan Dunn: Resident

Jeffrey McCarty: Volunteer St# 31

It was **moved/seconded (KC/CY/all concurring)** to accept the candidates pending physical/standard background/verification. **Motion carried.**

Deputy Chief Durfee updated the Board on the Hiring Process and indicated that 27 candidates qualified and were moving forward. The next steps are a written test and an assessment lab that have been scheduled. The Chief/Commissioner interview will be held on Monday, November 6, 2023 at 1:00 p.m. (main station) with Commissioner Child participating for the Board. The recommendation(s) will be presented at the regular Commissioner Meeting on Wednesday, November 8, 2023.

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Chief Leibelt and Deputy Chief Durfee discussed the succession plan for the Mechanic position with the Board. Discussion regarding a job description for an “Apprentice Mechanic” will need to be composed and the Board directed this be moved forward. After approval of the job description, the Board anticipates beginning the hiring process.

Chief Leibelt and Deputy Chief Durfee discussed the March 31, 2024 retirement of Lt Talley. In preparation for this date and the current job responsibilities, the Chiefs will be reviewing a number of current job descriptions which may need revisions. Once revised, the job descriptions will be presented and reviewed by IAFF 4418 (per contract) prior to presentation to the Board. As the Board had no additional questions, they directed staff to move forward.

Deputy Chief Durfee discussed the formula for calculating the “responsibility pay” that was used for the two MOA’s. The IAFF will review and once approved the MOA will be presented to the Board for approval and then will be placed with the current contract. This should be completed for the November meeting.

UNFINISHED BUSINESS:

Levy Lid Lift:

Carmen Weber informed the Board that the public informational nights were held. Chief Leibelt, Deputy Chief Durfee and Weber were in attendance.

Election results will be available after 8:00 p.m. on Tuesday, November 7, 2023. Any ballots in question will be confirmed by elections, with final validation of the election on Tuesday, November 28, 2023.

Trinidad/Crescent Bar St. #37:

Chief Leibelt was contacted by Shawn Johnson-Mudgett (Complete Design Inc.) as she had received a request from a potential Bidder requesting a one-week extension. District Secretary Stucky contacted District Attorney Brian Snure to confirm if this was permitted. Brian Snure indicated that with the Board’s approval, an extension was permissible. The Board did approve and as such the bid opening was extended to Tuesday, October 17, 2023. Complete Design will review the bids and presented those that qualify to the District.

District Secretary Stucky and the Board discussed scheduling a special meeting to receive the bid information on St #37 and as the meeting for the City Contract will be on Tuesday, October 17, 2023, an update on the contract status. The Board directed District Secretary Stucky to prepare the notice for the Special Meeting on Wednesday, October 18, 2023 – 9:00 a.m.

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City of Quincy Contract:

Deputy Chief Durfee informed the Board that the City of Quincy representatives and District representatives met on October 3, 2023 to discuss and review the current contract. The next meeting is scheduled for Tuesday, October 17, 2023, 5:00 p.m.

Deputy Chief Durfee discussed the current contract formula with the Board and indicated that the City Administrator recognizes the benefit of utilizing the formula. Options and updated information were discussed with the Board. Deputy Chief Durfee will review the status with the Board at their special meeting.

NEW BUSINESS:

Apparatus/Equipment Purchase:

Deputy Chief Durfee informed the Board that he and the Apparatus Committee met and reviewed a number of apparatuses. The recommendation from the Committee was to replace the aging Rescue. He indicated that an estimate may be between \$150,000 - \$400,000 for a light Rescue. Purchase of a used vs. new was discussed by the Board and their direction was to move forward with the process to purchase a new Rescue. Deputy Chief Durfee will work with District Secretary Stucky on requirements for the purchase of a new Rescue.

WFOA 2024 Employer Application & Eligibility/Contract Form

District Secretary Stucky reviewed the application for the WFOA 2024 eligibility form with the Board. As there were no questions/correction/discussion, it was **moved/seconded (CY/KC/ all concurring) to execute the document.**

Preliminary 2024 Budget:

District Secretary Stucky presented a draft 2024 budget with change in the estimated 1% increase in tax collection and estimated increases in a number of expenditure costs. The 2024 Budget workshop and adoption meeting are scheduled for Wednesday, November 15, 2023.

EXECUTIVE SESSION:

No executive session held.

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Having no further business, it was **moved/seconded (RZ/CY/all concurring) to adjourn** the meeting at 10:50 a.m. **Motion carried:**

By Chairman: _____

By Secretary: _____

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

REGULAR COMMISSIONER MEETING

November 8, 2023

TIME: 9:30 AM

SPECIAL COMMISSIONER MEETING

November 15, 2023

2024 Budget Public Workshop

2024 BUDGET