

# 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

## REGULAR MEETING AGENDA WEDNESDAY, JULY 8, 2026 9:30 AM

1. Call to order
2. Pledge of Allegiance
3. Presentation/Audience Comments (3-minute limit)
4. Approval of Meeting Agenda
5. Approval of Consent Agenda Items
  - a. Meeting Minutes
    - 1) June 10, 2026, Regular Meeting
  - b. Correspondence
  - c. Staff Reports
  - d. BVFF: Claims
6. Chief's Reports
  - a. Chief's Monthly Overview
  - b. City of Quincy Report
  - c. Personnel
7. District Sec./HR/Financial Report
  - a. Voucher/Payroll Approval
  - b. Treasurer's Report
8. Unfinished Business
  - a. Strategic Plan Update
9. New Business
  - a. Resolution 26 07 01: Policy and Procedures Discussion/Action
  - b. Resolution 26 07 02: Surplus Discussion/Action
10. Executive Session
11. Adjournment



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## Regular Commissioner Meeting Wednesday June 10, 2026 9:30 AM

### CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Grant County Fire District #3 Commissioners met on June 10, 2026, at 9:30 a.m. at the Main Station. Commissioner Zolman called the meeting to order and lead the Pledge of Allegiance. Attendees include Commissioners Child, Yeates, Zolman, Chief Durfee, District Secretary Stucky, Part-Time Chief's Asst. Weber. Public: Tiffany Child, Brent Dowlen; Welcome to Quincy WA.

### PRESENTATIONS/AUDIENCE

No audience presentations.

### APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the commissioner meeting on June 10, 2026, were presented to the Board. With no additional discussions, changes, or corrections from the Board, a motion was made and seconded (CY/KC, unanimously approved) to approve both the agenda and consent agenda. The motion carried to approve both the agenda and the consent agenda.

### AGENDA ITEMS

#### CHIEF'S REPORT:

Chief's Monthly Overview: Chief Durfee shared the following update:

- General Overview: We have had multiple wildland fires response and mutual aid calls. Wildland season has arrived.
- Prevention: We have had another successful season of school year-end activities, including events such as egg drops and water days.
- Administrative: The 2025 Annual report has been submitted. Representative Tom Dent met with the department and discussed SHB 1458 relating to aviation resources for wildland fire response. He also addressed transportation funding, including needs related to the local overpass, as well as rural EMS and medicine.
- Training: We have completed our second Boat Operations class, resulting in over 20 qualified members. Chief Durfee also noted that Assistant Chief Huffman is finalizing the paperwork for the upcoming Red Card Refresher (wildland training).



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## Regular Commissioner Meeting

- Apparatus update: Our current apparatus projects are progressing ahead of schedule. The 7-ton apparatus project is expected to be completed by October 2026. Additionally, the new engines are anticipated to be ready for pre-inspection in late July.

### City of Quincy Report:

Chief Durfee shared updates on key topics listed in his report. See the attached report.

Personnel: Chief Durfee shared the following update:

#### Staff:

Chief Durfee provided the Board with an update on the Acting Officer and Provisional position process. Letters of interest have been received from District staff for the Acting Officer positions and from volunteers and resident firefighters for the Provisional positions. Interviews for both processes are expected to be completed within the next week, with selected candidates anticipated to begin their assignments on June 28, 2026.

### New Volunteers presented to the Board:

- Residents: Ken Foley, Austin Shurtz, Adan Moreno, Alex Parpart, Emma Summers
- Volunteers: None

Chief Durfee presented new volunteer applicant(s) to the Board. With no additional discussions, changes, or corrections from the Board, a motion was made and seconded (KC/CY, unanimously approved), to accept the volunteer applicant(s) pending staff approval, physical and standard background checks. The motion carried to accept the volunteer applicant(s) pending staff approval, physical and standard background check.

### DISTRICT SECRETARY/HR/FINANCIAL REPORTS:

#### Voucher/Payroll Approval:

Vouchers have been audited and certified by the Auditing Officer as mandated by RCW 42.24.080, along with expense reimbursement claims certified in accordance with RCW 42.24.090. These have been documented on a list that is accessible to the Board.

#### Vouchers:

- EMS: 260601 - 001 – 012: \$ 27,365.61
- FIRE: 260602 - 001 – 035: \$ 121,025.72



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## Regular Commissioner Meeting

### Payroll Dates:

- May 29, 2026
- June 12, 2026

District Secretary Stucky presented the vouchers and payroll to the Board. With no additional discussions, changes, or corrections from the Board, a motion was made and seconded (KC/CY, unanimously approved), to approve the presented vouchers and payroll. The motion was carried to approve the presented vouchers and payroll.

The monthly checks were cross-checked with the submitted cover sheet, and vendor names/amounts were confirmed by Administrative Assistant Yelena Volkov.

### Financial Statement Report: (April)

District Secretary Stucky received and reviewed the financial statements for **April**. The review confirmed that all accounts and funds are balanced, with no discrepancies identified. All submitted documentation met the required reporting standards and was provided on time. The reconciliation process verified the accuracy and integrity of the district's financial records, with no errors, omissions, or irregularities noted.

The district's financial position for **April** is accurate and stable, and no further action is required regarding the financial statements for this period.

### UNFINISHED BUSINESS:

#### Strategic Plan:

Chief Durfee provided the Board with an update on Phase 4 of the Strategic Plan. He reported that administrative staff have completed the goal-setting process and are preparing to distribute a survey to gather additional input and final feedback. Upon completion of the survey process, staff will be positioned to begin developing action plans.

### NEW BUSINESS:

#### Resolution 26-06-01: Transfer of Funds from the General Fund to the Bond Fund:

District Secretary Stucky introduced Resolution 26-06-01 with regards to transferring funds from the General Fund to the Bond Fund, due to a property tax refund that was issued by Grant County thus causing a negative balance in the Bond Fund. With no additional questions, comments, or discussions from the Board, a motion was made and seconded (RZ/CY, unanimously approved), to adopt Resolution 26-06-01. The motion carried, and the transfer will be completed in June.



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## Regular Commissioner Meeting

### Policy and Procedures:

Chief Durfee presented draft policy titled "Volunteer Status and Administrative Authority" to the Board for initial review and feedback. He noted that the policies will be brought back to the Board at the next meeting for final review and consideration for adoption. See attached documents.

### Medic One Foundation Equipment Grant:

Chief Durfee reported to the Board that the department has been awarded a grant in the amount of \$10,000.00 from the Medic One Foundation Equipment Grant Program. The funds will be used for the purchase of a LIFEPAK monitor, which will enhance patient care and emergency response capabilities.

### Grant County MPD:

Chief Durfee updated the Board on the resignation of Dr. Hannon as the Grant County Medical Program Director (MPD) and provided information regarding the recommendation and appointment of Dr. Hodges as his successor.

### EXECUTIVE SESSION:

No executive session was called.

### ADJOURNMENT

The next Regular Commissioner meeting is scheduled for:

- Date: July 8, 2026
- Time: 9:30 a.m.
- Location: Main Station, 1201 Central Ave. S, Quincy, WA 98848

With no additional business to discuss, a motion was made and seconded (CY/KC, unanimously approved), to adjourn the meeting. Motion carried to adjourn the meeting at 9:58 a.m.

By Chairman: \_\_\_\_\_

By Secretary: \_\_\_\_\_



# Staff Activity Report June 2026

## Fire Chief

### Fire District 3 Commissioners:

As we close out the month of June, I wanted to provide a brief update on District activities. It has been an exceptionally busy month as we transition into our summer operational tempo.

A significant amount of our focus has been dedicated to fire season preparedness. Members have been completing equipment inspections, training, and operational planning to ensure we are ready for the increased wildfire risk that accompanies the warmer months. At the same time, we have continued preparing for the unique operational demands surrounding the Fourth of July, including coordination with our partner agencies and ensuring our personnel and resources are positioned for what is traditionally one of our busiest periods of the year.

We were also excited to officially place our new rescue boat into service. This capability represents a major enhancement to our ability to respond to emergencies on the Columbia River and along our shoreline communities. The positive response from our community and partner agencies has been tremendous, and we look forward to continuing to build this program.

Community engagement remained a priority throughout the month. District staff participated in several HOA meetings, attended end-of-school activities, and continued strengthening relationships with the residents we serve. These opportunities allow us to share important safety information while building trust and visibility throughout our district.

Internally, we continued investing in the future of the organization. We hosted ride-alongs for prospective members of our Resident Firefighter Program, conducted interviews for provisional firefighters, and completed interviews for Acting Officer positions. These efforts are critical as we continue developing the next generation of leaders within Grant County Fire District 3.

Operationally, call volume continues to trend upward, and with the Gorge concert season now underway, we are seeing the expected increase in activity throughout our response area. The combination of summer recreation, special events, and growing community demands has certainly kept our personnel busy.

Through all of this, I continue to be impressed by the dedication and professionalism displayed by every member of our organization. Whether career, volunteer, resident, support division, or administrative staff, everyone has stepped up to meet the demands of the season. The pace has certainly picked up, but our members continue to demonstrate teamwork, adaptability, and a commitment to serving our community at the highest level.



## Staff Activity Report June 2026

I am incredibly proud of the people who make up this organization. We are fortunate to have such a dedicated group of individuals who consistently answer the call, support one another, and represent this district with professionalism. As we enter what is expected to be a very busy fire season, I am confident in our team and appreciate the continued support from the Board.

Respectfully,

Fire Chief David Durfee

### **Fire Chief Projects-Involvements:**

- Columbia EMS meetings
- Business Afterhours
- Staff team meetings (executive, administration, operations)
- Management/Labor meetings
- City Council meetings
- Policy Review
- MACC Board
- Public Safety Meetings (City of Quincy)
- Community Vision (98848 project)
- ASB Meetings
- Better Together 98848
- Quincy Partnership for Youth
- Fire TAC Meeting
- Port District meetings
- Grant County Chiefs and Commissioner meetings
- Emergency Response Plans
- Strategic Planning
- Apparatus/Facility plan updates
- Grant County Climate Advisory
- Chairman/Commissioner Meetings
- City of Geroge Paving Project
- EMS Comprehensive Review
- FEMA Tender Grant- Completion
- NCW Chiefs
- FEMA AFG/SAFER 2025



# Staff Activity Report June 2026

## Fire Prevention/Life Safety

### **Assistant Chief- Fire Prevention/Education**

Well, fire season is here! Thankfully, we have been able to hold our fire down so far this year. Been lots of help to the neighbors already this year. I'd much rather be helping them than our community burning and needing help. It all comes out in the wash in the end as they say. When you look back at previous years, we all end up having "our year" at some point.

Schools out and that means new residents moving in. In the next 2-3 weeks we will be having 5 new residents move in and fill the stations again. This will have 1 opening remaining at St 37. 3 of our senior residents were selected as our provisional firefighters for the remainder of the year. I'm excited for them and the district to have these 3 adding to the shifts each day. It will be a great experience for them, extra "manpower" for us and most importantly a nice thing for them to list on their resumes as they begin to test for a career spot with departments/districts.

Rooms have been prepped for the incoming residents, I'm excited for the next batch of new residents to begin shaping, molding, educating into great firefighters and community members. It's always such a great feeling when you see the residents head out into the field and spread their wings after our training/experiences have been injected into them.

Plans have slowed down significantly, but not the work! That work just calibrates into something else for the day. This month I made great progress on my inspections.

I also attended a great training online for food trucks which helped boost my confidence on those inspections and the paperwork for the state.

I'm super excited for July to celebrate our 250<sup>th</sup> year of independence with my family and friends.







# Staff Activity Report June 2026

Fire Prevention Activities													
Site Inspections													
Fire Alarm Tests													
Fire Pump Tests													
Flush Tests													
Hood Systems													
FDC													
Fuel Tank Tests													
Radio System Tests													
Fire Sprinkler Tests													
Hydrant Tests													

**2026 Plan Review Payment Horst-George**

4/8/26	George Town Center- Road review	\$121.88	\$121.88



# Staff Activity Report June 2026

## Meetings/Projects

- Staff Meetings (Administrative, Operations)
- Strategic Planning meetings
- Quincy City Council
- MACC Fire TAC
- Resident Meeting
- LEPC
- Officers Meeting
- St 35 paving project

## Facilities

- Parking lot maintenance St 37 (Burn weeds)
- Punch list at St 35 and St 37 ongoing
- St 31 crew qtrs a/c unit repair
- St 37 room 4 a/c filter clean
- St 37 HVAC filter replacement
- St 31 HVAC filter replacement

## Equipment

## Miscellaneous



# Staff Activity Report

## June 2026

### Operations/Training

#### **Assistant Chief T. Huffman**

During the month of June, training focused on apparatus operations. Drills included a Maps & Addressing Rodeo, a Tender Shuttle Drill, and a Drafting Drill. The final drill of the month focused on preparing for the July 4th celebrations throughout Quincy Valley, including George, Sunland Estates, and Crescent Bar. District personnel will participate in parades in each of these communities, as well as provide support during each community's fireworks display. During the briefing, the district's operational plan for the holiday weekend was shared with all personnel who attended the drill.

Significant effort was also dedicated to reviewing and communicating updates to the district's Boat Operations Policy and the Emergency Response & Operational Guidelines, including the attached appendix covering minimum crew definitions for apparatus staffing and district response plans. After extensive review and discussion, these policies were presented to the Officer Committee, which recommended their approval.

Chief Durfee and I met with the administrative chief staff of WVFR to finalize pre-fire plans for large fire incidents in the Crescent Bar area. This meeting established predetermined communications plans, division assignments, staging areas, incident command post (ICP) locations, and water sources. This information has since been added to ISpy for future reference and operational use.

Another major project during the month was the continued review and modernization of the district's VHF radio programming. This initiative will improve interoperability and communications with mutual-aid partners throughout the region. The project proved to be both detailed and time-consuming, requiring a high degree of accuracy. Due to the multiple radio models currently in service throughout the district, programming data had to be entered manually numerous times. The project is now nearing completion and will standardize VHF radio programming across the district. Special thanks go to Mechanic Jose Chavez and AO Massey for their dedication and hard work in bringing this project to completion.

#### **Upcoming, In-Progress, and Completed Projects**

- **Hose Bed Covers:** The hose bed covers were received; however, they were manufactured incorrectly and did not match the specifications that were quoted and invoiced. The vendor has been notified, and a resolution is currently being worked on.
- **Boat Operations Program:** The district's boat is currently in service and housed at Station 30 until it is fitted with a boat cover during the first week of July. Once the cover has been installed, the boat will be relocated to its assigned slip at Crescent Bar, where it will remain available for operational response.
- **P25 Pagers:** The new P25 pagers have been received and distributed to personnel. During deployment, several programming discrepancies were identified that will require reprogramming to ensure proper functionality. Despite these issues, the pagers are currently operational and functioning as intended.



# Staff Activity Report June 2026

## **Professional Development**

I am currently preparing for the practical examination required to complete my Fire Officer I certification. The practical examination is anticipated to take place at the end of July. Upon successful completion, I plan to begin pursuing my Fire Officer II certification.

## **Meetings and Collaboration**

I continue to actively participate in internal leadership meetings, Region 6 Training Council meetings, Columbia EMS operations meetings, apparatus committee meetings, and safety committee meetings as schedules permit. These engagements help strengthen regional partnerships, improve operational effectiveness, and support continuous improvement throughout the district.

Respectfully,  
Todd Huffman  
Assistant Chief of Operations & Training



# Staff Activity Report

## June 2026

### In House Training

- **Weekly Drills:** Maps & Addressing Rodeo, a Tender Shuttle Drill, and a Drafting Drill.
- **Daily On-Duty Crew Drills:** On-duty crews continued familiarization training with wildland apparatus in preparation for the upcoming fire season, as well as engine operations drills to support resident firefighter transitions. Cardiac arrest training was also conducted in coordination with CEMS.
- **Instructors This Month:** Assistant Chief Huffman, Assistant Chief Horst, and multiple career and volunteer personnel served as instructors throughout the month.
- **Training Activity:** A total of \* activity/training drill sheets were completed during the month.
- **Training Calendar:** The district's training calendar will be updated and posted to the district website this week, providing the training schedule for the next six months. Public education events continue to be added to the calendar to increase volunteer awareness and participation. External training opportunities are also regularly posted to the website as they become available.

### Outside Training

- None this month.

### Upcoming Training

- Training will move into vehicle extrication and structural fire behavior and tactics.

### Training for the Public

- First Aid / CPR Classes with April Stucky: One class was held this month.
- Fire Extinguisher Classes: One community class was held this month. (Sunland)



# Staff Activity Report June 2026

## Apparatus/Shop:

### Services Completed

3133  
3176

### Services Due

UT-31  
3311

### Projects.

- New 3135 Start to upfit equipment.
- Pierce engine pumpers. Nothing new. Still waiting on pre plan date.
- Randco starting Fab on 2<sup>nd</sup> 7 ton.
- Boat-37 scheduled for tarp to be made on July 6<sup>th</sup>.
- A new dash for 3331 has arrived, waiting to be installed later.
- 3042 equipment moved to 3161 tac support (old 3141)
- Aerial Ladder NDT testing done.
- Pump Testing scheduled for July.
- Velcro in for tarps. Waiting on tarps.
- Low boy trailer from DNR FEPP program.
- Almost done with reprogramming new VHF frequencies
- Picked up connex, windshield and service kits from surplus.

### Repairs

- 3133 replaced bushings on rear dog bone and tire.
- 3136 replace timing cover. Parts from parts bus.
- 3711 replaced hose on foam system.
- 3721 replaced front main seal.
- 3136 replaced nozzle. Waiting for parts to fix old one.
- 3221 fixed shutoff issue with pump.
- Replaced fuel hose on 3162 rear tanks.

### Out of Service/Damage Report

- 3132 driver side light bezel broken off. Looking for replacement.



# Staff Activity Report June 2026

## District Secretary/MSO:

### Current Projects

- Appointed to the Position NC-13 of the North Central Region EMS and Trauma Council
- Grant County EMS Council familiarization and transition into Vice Chair responsibilities
- Participated in the development of a county-wide Mass Casualty Incident (MCI) Plan
- Participated in the EMS Council Min/Max Survey review process
- Preparing for the Acting Officer responsibility and provisional FF payroll changes
- Participated in Strategic Planning meetings and discussions
- Applied for National Fire Academy training in October
- Medic One Foundation Equipment Grant
- AFG financial preparation for Chief Durfee
- Reviewed compliance with OTEP Plan

### Monthly Duties

- Commissioner Meeting Preparations
- Reconcile County Treasurer Report
- Reviewed current financial statements
- Assess the District's budget to expense breakdown
- Processing Payroll Bi-Weekly
- Processing of Accounts payable
- Audited Fuel log/tickets

### Meeting

- North Central Region EMS Council
- Grant County EMS Council
- Grant County EMS- Min/Max
- Grant County EMS- MCI
- Weekly Executive
- Weekly Admin
- Strategic Planning

### Training

- Public Records Training- PRA University
- CPR

### Projects and Activities Upcoming

- 2027 FY Budget



# Staff Activity Report June 2026

## **Administrative Assistant:**

### **Billings Invoiced/Received**

#### **Invoiced June 2026:**

- City of Quincy - \$3,250.00 for May Residents
- Live Nation - \$11,512.50 for Gorge Coverage
- Live Nation - \$1,500.00 for Gorge Coverage

#### **Received June 2026:**

- City of Quincy - \$66,540.68 for Fire Agreement, May residents, plan review
- WA DNR - \$4,683.35 for VFA Phase 3 Grant
- Key Bank - \$247.50 refund for Neary
- Ron Evenson - \$60.00 for CPR Class
- DFW - \$9,919.66 for 2026 Agreement
- Live Nation - \$11,512.50 for Gorge Coverage
- Live Nation - \$1,500.00 for Gorge Coverage
- CAFÉ - \$50.00 for Facility Use

### **Projects and Activities: Completed**

- Review & Scan Incident Reports, Training, Certifications for Personnel
- Input Staff Schedules into When I Work and Springbrook
- Weekly Admin Meeting
- Verify Vouchers
- Plan Reviews and Invoices
- Fulfill Public Records Requests
- Policy & Procedures Changes

### **Projects and Activities: In Progress/Upcoming**

- District Mailer
- Policy & Procedures Changes
- Strategic Planning Process
- City Quarterly Report
- 2<sup>nd</sup> Quarter Participation Report



# Quincy City Report June 2026



## Meetings & Coordination

- City Council Meeting June 2<sup>nd</sup> and 16<sup>th</sup>
- Public Safety Committee Meeting June 17<sup>th</sup>

## Collaboration & Shared Projects

- Community Vision Project (98848 Vision)
- Rotary Meetings (every Thursday)
- Business Afterhours (Chamber)

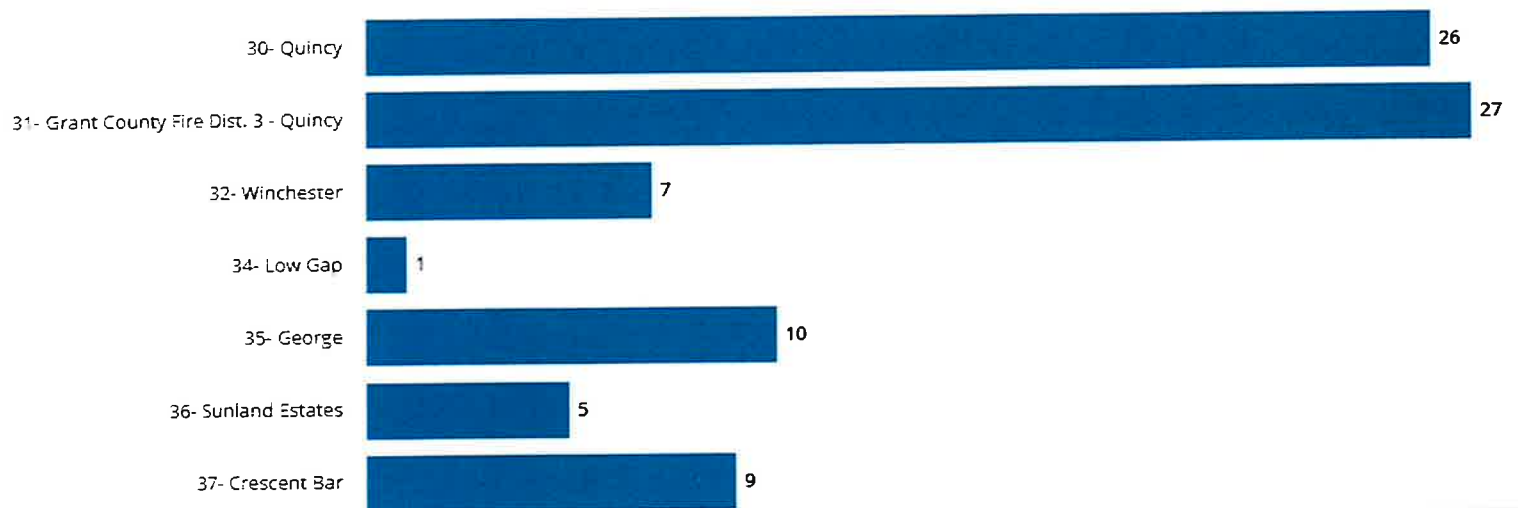
## Response Staffing within City Limits (Station 30 and 31)

- Station 30- 2 Residents
- Station 31- 9 FTE, 23 Volunteers

## Calls for Service Breakdown

- 26 of 85 Total Incidents in June

Incidents by Station



# TREASURER'S REPORT

## Fund Totals

Grant County Fire District #3

05/01/2026 To: 05/31/2026

Time: 21:19:26 Date: 07/01/2026  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,520,808.45	319,678.26	220,329.67	2,620,157.04	0.00	0.00	0.00	2,620,157.04
018 EMS Fund	646,918.04	60,829.73	25,388.71	682,359.06	0.00	0.00	0.00	682,359.06
201 Bond Fund	81.75	51.07		132.82	0.00	0.00	0.00	132.82
302 Reserve Fund	2,062,306.45	6,186.54		2,068,492.99	0.00	0.00	-6,186.29	2,062,306.70
	<b>5,230,114.69</b>	<b>386,745.60</b>	<b>245,718.38</b>	<b>5,371,141.91</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,186.29</b>	<b>5,364,955.62</b>

# TREASURER'S REPORT

## Account Totals

Grant County Fire District #3

05/01/2026 To: 05/31/2026

Time: 21:19:26 Date: 07/01/2026  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund	2,517,758.45	319,678.26	220,329.67	2,617,107.04	0.00	0.00	2,617,107.04
2 Advanced Travel	3,050.00	0.00	0.00	3,050.00	0.00	0.00	3,050.00
18 EMS Fund	646,918.04	60,829.73	25,388.71	682,359.06	0.00	0.00	682,359.06
201 Bond Fund	81.75	51.07	0.00	132.82	0.00	0.00	132.82
302 Reserve Fund	2,062,306.45	6,186.54	0.00	2,068,492.99	-6,186.29	0.00	2,062,306.70
<b>Total Cash:</b>	<b>5,230,114.69</b>	<b>386,745.60</b>	<b>245,718.38</b>	<b>5,371,141.91</b>	<b>-6,186.29</b>	<b>0.00</b>	<b>5,364,955.62</b>
	<b>5,230,114.69</b>	<b>386,745.60</b>	<b>245,718.38</b>	<b>5,371,141.91</b>	<b>-6,186.29</b>	<b>0.00</b>	<b>5,364,955.62</b>

**TREASURER'S REPORT**  
**Outstanding Vouchers**

05/01/2026 To: 05/31/2026

Grant County Fire District #3

As Of: 05/31/2026 Date: 07/01/2026  
 Time: 21:19:26 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	732	05/29/2026	Tr Rec	302		REVENUE VENDOR	6,186.29	
							6,186.29	
							6,186.29	Receipts Outstanding:

**TREASURER'S REPORT**  
**Signature Page**

Grant County Fire District #3

Time: 21:19:26 Date: 07/01/2026  
Page: 4

05/01/2026 To: 05/31/2026

I the undersigned Finance Officer/ Dist. Sec. for Grant County Fire District 3, and a reviewer, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Finance Officer/ Dist. Sec. / Date Reviewer/ Date



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COMMISSIONERS: KEVEN CHILD, CARL YEATES, RANDY ZOLMAN

DISTRICT SECRETARY: APRIL STUCKY

## RESOLUTION NO. 26-07-01

### TO AMEND/ADOPT THE ATTACHED POLICIES AND PROCEDURES:

**Background:** Grant County Fire District #3 maintains policies and procedures adopted by the Board of Commissioners that relate to all areas of District operations and administration.

The administration of the District, from time to time, **reviews** the existing policies and procedures and the statutory and regulatory requirements for fire protection districts. It is necessary to **revise** existing policies and procedures and to prepare **new** policies and procedures relating to various matters to bring the District policies and procedures into compliance with current requirements.

The Board of Commissioners has reviewed the attached Policy and Procedures, and they appear to be in proper form.

**Resolution:** NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Grant County Fire Protection District No. 3 hereby adopts the attached Policy and Procedure Amendment to be effective immediately.

**Adoption:** ADOPTED at a regular meeting of Grant County Fire Protection District # 3 Board of Commissioners on, **July 8, 2026**, the following Commissioners being present and voting:

**Resolution No. 26-07-01 hereby approved on this 8<sup>th</sup> day of July 2026.**

**For Grant County Fire District #3**

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
District Secretary



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DISTRICT SECRETARY: APRIL STUCKY

## RESOLUTION NO. 26-07-01

### TO AMEND/ADOPT THE ATTACHED POLICIES AND PROCEDURES:

#### NEW:

5.3.10 Volunteer Status and Administrative Authority

#### REVISED:

4.1.30 Job Description: Lieutenant Career

4.1.50 Job Description: Resident

5.3.08 Volunteer Performance and Probationary Standards

#### REVIEWED/FORMATTED:

None

\*\*\*All associated appendix's have been reviewed/formatted as needed

#### ARCHIVE:

None

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.10
2. SUBJECT: *Volunteer Status and Administrative Authority*
3. POLICY: The District maintains an at-will volunteer service relationship with all volunteer members and reserves full authority to manage volunteer operations in the best interest of the District and the community it serves.
4. SCOPE: This Policy and Procedure is applicable to all volunteers of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
  - B. All volunteers are responsible for complying with this Policy and Procedure.
6. PROCEDURE:
  - A. The Board of Commissioners recognizes that the proper operation of the Fire Protection District is dependent upon services received from its volunteer firefighters who serve the community for civic, charitable, and humanitarian reasons.
  - B. The Board of Commissioners intends that the volunteer relationship between the District and its volunteers is, and remains, voluntary. That is, either the volunteer or the District has the right to end the volunteer relationship at any time and for any reason.
  - C. All volunteers are members at-will and no District statements, policies, procedures, practices, training requirements, probationary standards, performance standards, or participation expectations (whether verbal or written) shall affect or alter the at-will status of District volunteers.

Accordingly, the District reserves the right to terminate volunteers at any time, with or without notice, when, in its sole and absolute discretion, it determines that separation is in the best interest of the District. The District is not required to utilize or follow progressive disciplinary procedures prior to discipline or termination.

This Policy shall supersede all prior policies or agreements relating to the relationship between the District and its volunteers.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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- D. The Board hereby delegates to the District Fire Chief full authority to manage District volunteers including, without limitation, the power to hire and fire volunteers.
  
- E. The District may establish performance, conduct, attendance, participation, certification, and training standards for volunteers through policies, procedures, guidelines, rules, or operational directives. Such standards are intended solely as management guidelines and do not create entitlement to continued volunteer service with the District.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.50
2. SUBJECT: **Job Description – Resident Firefighter**
3. POLICY: Resident firefighters with this District operate under general supervision, fight fires and perform other related work in responding to alarms and emergency calls for the protection of life and property; perform specialized firefighting duties in connection with the operation of vehicles and equipment enroute to and at the scene of an incident.
4. SCOPE: This Policy and Procedure is applicable to all Resident Firefighter Personnel of Grant County Fire District 3.

The underlying premise of the Resident Program at Grant County Fire District 3 is to provide a real-life work and living experience for potential career firefighters. This experience will assist Resident Firefighters in understanding station life, station maintenance, training, call response and basic vehicle maintenance in order to aid them in determining whether they are well suited for the fire service as a career choice.

5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that these Policies and Procedures are followed.
6. PROCEDURES:
  - A. Supervision Received: Works under the general supervision of the **Assistant Chief of Prevention & Public Education**.
  - B. Supervision Exercised: May assist to coordinate, instruct, or supervise the work of other firefighters, new recruits, or part-time district personnel, as assigned.
  - C. Essential Duties and Responsibilities:
    1. Shall continually work to promote the positive public image of Grant County Fire District 3, Strategic Plan, Mission Statement and be party to no act or omission that may detract from a positive public image.
    2. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
    3. Performs salvage operations such as throwing salvage covers and removing water and debris.
    4. Performs emergency medical activities including administering first aid

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- and providing other assistance as required.
  5. Participates in all station drills, attends classes in firefighting, responds to alarms while living in the station, emergency medical, hazardous materials, and related subjects. No station drill may be missed without prior notice.
  6. Operates radio and other communication equipment. Maintains fire equipment, apparatus and facilities. Performs minor repairs to district equipment.
  7. Performs general maintenance work in the upkeep of fire facilities and equipment; cares for grounds around station including snow removal; keep grounds free of trash; cleans walls and floors; washes, cleans, and polishes apparatus and equipment and other miscellaneous staff requests.
  8. Performs all tasks listed on the Resident Firefighter Duty Schedule.
  9. Will not be in the station or respond to any emergency incident under the influence of alcohol or drugs.
- D. Peripheral Duties:
1. Assists in district supervisory and administrative activities as assigned.
  2. Assists in supervising other firefighters as required.
  3. Assists in training new personnel as assigned.
- E. Knowledge Ability and Skills:
1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
  2. Ability to learn to apply standard firefighting, emergency medical, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during **emergencies**, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Ability to act effectively in **emergencies** and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies, and the public.
  3. Have a working knowledge of driver safety and first aid.
- F. Special Requirements:
1. Must be eighteen (18) years of age or older at the time of appointment.
  2. Must possess or be able to obtain by the time of appointment, a valid Washington State driver's license without record of revocation or suspension in any state.
  3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Be qualified to be employed in the U.S.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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5. Must obtain a high school diploma or GED at time of appointment.
  6. Must be able to read, write and speak the English language. The firefighter is required to read and understand District policies, procedures, equipment instruction manuals, and be able to prepare reports.
  7. Must be of good moral character and of temperate and industrious habits.
  8. Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certification.
  9. Obtain and maintain a Washington State EMT certification within one year of appointment, as available.
  10. Must be approved by the Grant County Fire District 3 District Fire Chief.
  11. Must have completed a Washington State Fire Service Training Basic Firefighter Fundamentals class prior to responding to emergencies. At the discretion of the **Assistant Chief of Operations & Training**, this requirement may be waived. Obtain Firefighter 1 within 1 year of appointment **to remain in the resident program**, or as available. **Maximum of 3 attempts will be paid for by the Fire District in that one-year time.**
  12. Must **maintain the** assigned **fire station** as their primary residence.
  13. Encouraged to purchase a renter's insurance policy covering their personal property.
  14. New residents shall be issued two (2) tee shirts, one Class B Uniform Shirt, badge, **name plate, and collar brass** upon acceptance. All issued equipment and articles of clothing will be kept clean and in good order. The resident shall supply pants and boots which must meet Grant County Fire District 3's standards. The District shall provide all necessary safety equipment. All issued equipment will be returned when resident vacates or is terminated.
  15. After separation, personal items must be removed within fifteen (15) days, or they will be disposed of.
- G. Tools and Equipment Use: Emergency medical unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by a Resident Firefighter to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Must pass the Districts physical agility test.
  2. While performing the duties of this job, the Resident Firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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3. The Resident Firefighter must frequently lift and /or move up to ten (10) pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- I. Work Environment: The work environment characteristics described here are representative of those a Resident Firefighter encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this position, the Resident Firefighter regularly works in outside weather conditions. The Resident Firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
  2. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- J. Living Environment:
1. Responsible for **always** keeping living quarters and station interior clean, including; removal of dirty laundry, cleaning kitchen areas, cleaning bathroom/shower area; cleaning of day room. This may be subject to inspection at any time.
  2. Residents will be in uniform and available **for shift** by **7:00** a.m.
  3. No alcohol or non-prescription drugs will be allowed on station premises or property owned by or leased to Grant County Fire District 3.
  4. Inspections will be conducted as needed but not less than once a week unannounced. Inspections will include Resident living quarters and sleeping rooms,ie; bathrooms, utility room, day room etc.
  5. Volume of radios and TV's will be maintained at a reduced level. All noise will be limited between the hours of 2200 and 0700 hours.
  6. Residents will restrict visitors from the hours of 2200-0700 on weekdays, and 0000 – 0700 on Fridays & Saturdays. Residents will not have overnight guests.
  7. **Upon completion of the first year in the Resident Program, residents are eligible for two (2) 24-hour shifts of time off. Upon completion of the second year, residents are eligible for four (4) 24-hour shifts of time off.**

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- Time off must be taken in full 24-hour shift increments and may be used separately; partial shifts are not permitted.
8. Resident quarters are off limits to all personnel, with the following exception: Persons invited by the resident, **career, or per diem.**
  9. Resident sleeping rooms are off limits to all personnel except for the resident assigned to that room and representative of the fire district for inspections.
  10. No horseplay will be allowed.
  11. No pets of any kind are allowed.
  12. Only sporting firearms are allowed in the resident quarters, one shotgun and one rifle provided they are unloaded with the ammunition stored in a safe area, away from the gun, and has prior approval from the District Fire Chief. They must have gunlocks on at **ALL** times.
  13. Archery Bows must be stored in a safe area, in a locked case, at all times with prior approval from the District Fire Chief.
  14. Residents will be allowed to have one vehicle parked at the South-end of parking lot. One additional item i.e.; vehicle, boat, trailer etc. may be parked at West-end of parking lot.
  15. **District telephones are for official Grant County Fire District #3 business only and may not be used for personal calls. District telephone numbers shall not be used as a resident's personal contact number or provided for personal use.**
  16. The viewing or possessing pornographic sexually explicit or indecent materials which include printed materials, video or electronic media is not permitted. Any discrepancies will be resolved by the District Fire Chief or designee.
  17. No nudity, inappropriate language or touching will be allowed. Residents will **always** promote a positive and professional image.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THE FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFORMENTIOND JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**

See Appendix 04\_01\_50

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.50
2. SUBJECT: **Job Description – Resident Firefighter**
3. POLICY: Resident firefighters with this District operate under general supervision, fight fires and perform other related work in responding to alarms and emergency calls for the protection of life and property; perform specialized firefighting duties in connection with the operation of vehicles and equipment enroute to and at the scene of an incident.
4. SCOPE: This Policy and Procedure is applicable to all Resident Firefighter Personnel of Grant County Fire District 3.

The underlying premise of the Resident Program at Grant County Fire District 3 is to provide a real-life work and living experience for potential career firefighters. This experience will assist Resident Firefighters in understanding station life, station maintenance, training, call response and basic vehicle maintenance in order to aid them in determining whether they are well suited for the fire service as a career choice.

### 5. RESPONSIBILITIES:

- A. The District Fire Chief is responsible for ensuring that these Policies and Procedures are followed.

### 6. PROCEDURES:

- A. Supervision Received: Works under the general supervision of the ~~Deputy Fire Chief of Operations and/or Lieutenant Training Coordinator~~ **Assistant Chief of Prevention & Public Education**.
- B. Supervision Exercised: May assist to coordinate, instruct, or supervise the work of other firefighters, new recruits, or part-time district personnel, as assigned.
- C. Essential Duties and Responsibilities:
  1. Shall continually work to promote the positive public image of Grant County Fire District 3, Strategic Plan, Mission Statement and be party to no act or omission that may detract from a positive public image.
  2. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
  3. Performs salvage operations such as throwing salvage covers and

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- removing water and debris.
4. Performs emergency medical activities including administering first aid and providing other assistance as required.
5. Participates in all station drills, attends classes in firefighting, responds to alarms while living in the station, emergency medical, hazardous materials, and related subjects. No station drill may be missed without prior notice.
6. Operates radio and other communication equipment. Maintains fire equipment, apparatus and facilities. Performs minor repairs to district equipment.
7. Performs general maintenance work in the upkeep of fire facilities and equipment; cares for grounds around station including snow removal; keep grounds free of trash; cleans walls and floors; washes, cleans, polishes apparatus and equipment and other miscellaneous staff requests.
8. Performs all tasks listed on the Resident Firefighter Duty Schedule.
9. Will not be in the station or respond to any emergency incident under the influence of alcohol or drugs.

### D. Peripheral Duties:

1. Assists in district supervisory and administrative activities as assigned.
2. Assists in supervising other firefighters as required.
3. Assists in training new personnel as assigned.

### E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Ability to learn to apply standard firefighting, emergency medical, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during ~~emergency~~ **emergencies**, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Ability to act effectively in ~~emergency~~ **emergencies** and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies, and the ~~general~~ public.
3. Have a working knowledge of driver safety and first aid.

### F. Special Requirements:

1. Must be eighteen (18) years of age or older at the time of appointment.
2. Must possess or be able to obtain by the time of appointment, a valid

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- Washington State driver's license without record of revocation or suspension in any state.
  3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Be qualified to be employed in the U.S.
  5. Must obtain a high school diploma or GED at time of appointment.
  6. Must be able to read, write and speak the English language. The firefighter is required to read and understand District policies, procedures, equipment instruction manuals, and be able to prepare reports.
  7. Must be of good moral character and of temperate and industrious habits.
  8. Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certifications.
  9. Obtain and maintain a Washington State EMT certification within one year of appointment, as available.
  10. Must be approved by the Grant County Fire District 3 District Fire Chief.
  11. Must have completed a Washington State Fire Service Training Basic Firefighter Fundamentals class prior to responding to emergencies. At the discretion of the ~~Lieutenant Training Coordinator~~ **Assistant Chief of Operations & Training**, this requirement may be waived. Obtain Firefighter 1 within 1 year of appointment **to remain in the resident program, or as available. Maximum of 3 attempts will be paid for by the Fire District in that one-year time.**
  12. Must ~~use the station at which they are~~ **maintain the assigned fire station** as their primary residence.
  13. Encouraged to purchase a renter's insurance policy covering their personal property.
  14. New residents shall be issued two (2) tee shirts, one Class B Uniform Shirt, **and badge, name plate, and collar brass** upon acceptance. All issued equipment and articles of clothing will be kept clean and in good order. The resident shall supply pants and boots which must meet Grant County Fire District 3's standards. The District shall provide all necessary safety equipment. All issued equipment will be returned when resident vacates or is terminated.
  15. After separation, personal items must be removed within fifteen (15) days, or they will be disposed of.
- G. Tools and Equipment Use: Emergency medical unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by a Resident Firefighter to successfully perform the essential functions of this job. Reasonable accommodations may be made to

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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enable individuals with disabilities to perform the essential functions.

1. Must pass the Districts physical agility test.
2. While performing the duties of this job, the Resident Firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
3. The Resident Firefighter must frequently lift and /or move up to ten (10) pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those a Resident Firefighter encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the Resident Firefighter regularly works in outside weather conditions. The Resident Firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

J. Living Environment:

1. Responsible for **always** keeping living quarters and station interior clean at ~~all times~~, including; removal of dirty laundry, cleaning kitchen areas, cleaning bathroom/shower area; cleaning of day room. This may be subject to inspection at any time.
2. ~~If not currently a student, employed, or actively pursuing employment, resident will be required to perform duties as assigned by Career Staff.~~ Residents(s) will be in uniform and available **for shift** by ~~8:30~~ **7:00** a.m.
3. No alcohol or non-prescription drugs will be allowed on station premises

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- or property owned by or leased to Grant County Fire District 3.
4. Inspections will be conducted as needed but not less than once a week unannounced. Inspections will include Resident living quarters and sleeping rooms; bathrooms, utility room, day room etc.
5. Volume of radios and TV's will be maintained at a reduced level. All noise will be limited between the hours of 2200 and 0700 hours.
6. Residents will restrict visitors from the hours of 2200-0700 on weekdays, and 0000 – 0700 on Fridays & Saturdays. Residents will not have overnight guests.
7. ~~Responsible for written notification to the supervising officer no later than 0800 hours if he/she will be gone during an overnight period or an extended time. Proper written work notification shall be filled out i.e.; (Resident Request for Leave) Appendix A (used to be attachment A). Residents will be allowed 5 days off a month, nonduty shifts. Residents will have (1) one week of time off after the 1<sup>st</sup> year, and (2) two weeks off after the 2<sup>nd</sup> year.~~ Upon completion of the first year in the Resident Program, residents are eligible for two (2) 24-hour shifts of time off. Upon completion of the second year, residents are eligible for four (4) 24-hour shifts of time off. Time off must be taken in full 24-hour shift increments and may be used separately; partial shifts are not permitted.
8. Resident quarters are off limits to all personnel, with the following exceptions: Persons invited by the resident, **career, or per diem sleepers,** or a representative of Grant County Fire District 3 for daily inspection.
9. Resident sleeping rooms are off limits to all personnel except for the resident assigned to that room and representative of the fire district for inspections.
10. No horseplay will be allowed.
11. No pets of any kind are allowed.
12. Only sporting firearms are allowed in the resident quarters, one shotgun and one rifle provided they are unloaded with the ammunition stored in a safe area, away from the gun, and has prior approval from the District Fire Chief. They must have gunlocks on at **ALL** times.
13. Archery Bows must be stored in a safe area, in a locked case, at all times with prior approval from the District Fire Chief.
14. Residents will be allowed to have one vehicle parked at the South-end of parking lot. One additional item i.e.; vehicle, boat, trailer etc. may be parked at West-end of parking lot.
15. ~~There will be no long distance telephone calls charged to any phone of Grant County Fire District 3. Station phones are for Grant County Fire District 3 business only. Residents may have installed and maintain a phone line for private use in their quarters if desired. Do not give out District number, for District use only.~~ District telephones are for official Grant County Fire District #3 business only and may not be used for

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- personal calls. District telephone numbers shall not be used as a resident's personal contact number or provided for personal use.
16. The viewing or possessing pornographic sexually explicit or indecent materials which include printed materials, video or electronic media is not permitted. Any discrepancies will be resolved by the District Fire Chief or his designee.
  17. No nudity, inappropriate language or touching will be allowed. Residents will **always** promote a positive and professional image ~~at all times~~.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THE FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFORMENTIOND JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**

See Appendix 04\_01\_50

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.50
2. SUBJECT: ***Job Description – Resident Firefighter***
3. POLICY: Resident firefighters with this District operate under general supervision, fight fires and perform other related work in responding to alarms and emergency calls for the protection of life and property; perform specialized firefighting duties in connection with the operation of vehicles and equipment enroute to and at the scene of an incident.
4. SCOPE: This Policy and Procedure is applicable to all Resident Firefighter Personnel of Grant County Fire District 3.

The underlying premise of the Resident Program at Grant County Fire District 3 is to provide a real-life work and living experience for potential career firefighters. This experience will assist Resident Firefighters in understanding station life, station maintenance, training, call response and basic vehicle maintenance in order to aid them in determining whether they are well suited for the fire service as a career choice.

5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that these Policies and Procedures are followed.
6. PROCEDURES:
  - A. Supervision Received: Works under the general supervision of the Deputy Fire Chief of Operations and/or Lieutenant Training Coordinator.
  - B. Supervision Exercised: May assist to coordinate, instruct, or supervise the work of other firefighters, new recruits, or part-time district personnel, as assigned.
  - C. Essential Duties and Responsibilities:
    1. Shall continually work to promote the positive public image of Grant County Fire District 3, Strategic Plan, Mission Statement and be party to no act or omission that may detract from a positive public image.
    2. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
    3. Performs salvage operations such as throwing salvage covers and removing water and debris.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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4. Performs emergency medical activities including administering first aid and providing other assistance as required.
5. Participates in all station drills, attends classes in firefighting, responds to alarms while living in the station, emergency medical, hazardous materials, and related subjects. No station drill may be missed without prior notice.
6. Operates radio and other communication equipment. Maintains fire equipment, apparatus and facilities. Performs minor repairs to district equipment.
7. Performs general maintenance work in the upkeep of fire facilities and equipment; cares for grounds around station including snow removal; keep grounds free of trash; cleans walls and floors; washes, cleans, polishes apparatus and equipment and other miscellaneous staff requests.
8. Performs all tasks listed on the Resident Firefighter Duty Schedule.
9. Will not be in the station or respond to any emergency incident under the influence of alcohol or drugs.

### D. Peripheral Duties:

1. Assists in district supervisory and administrative activities as assigned.
2. Assists in supervising other firefighters as required.
3. Assists in training new personnel as assigned.

### E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Ability to learn to apply standard firefighting, emergency medical, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Ability to act effectively in emergency and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies, and the general public.
3. Have a working knowledge of driver safety and first aid.

### F. Special Requirements:

1. Must be eighteen (18) years of age or older at the time of appointment.
2. Must possess or be able to obtain by the time of appointment, a valid Washington State driver license without record of revocation or

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- suspension in any state.
  3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Be qualified to be employed in the U.S.
  5. Must obtain a high school diploma or GED at time of appointment.
  6. Must be able to read, write and speak the English language. The firefighter is required to read and understand District policies, procedures, equipment instruction manuals, and be able to prepare reports.
  7. Must be of good moral character and of temperate and industrious habits.
  8. Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certifications.
  9. Obtain and maintain a Washington State EMT certification within one year of appointment, as available.
  10. Must be approved by the Grant County Fire District 3 District Fire Chief.
  11. Must have completed a Washington State Fire Service Training Basic Firefighter Fundamentals class prior to responding to emergencies. At the discretion of the Lieutenant Training Coordinator, this requirement may be waived. Obtain Firefighter 1 within 1 year of appointment, or as available.
  12. Must use the station at which they are assigned as their primary residence.
  13. Encouraged to purchase a renter's insurance policy covering their personal property.
  14. New residents shall be issued two (2) tee shirts, one Class B Uniform Shirt and badge upon acceptance. All issued equipment and articles of clothing will be kept clean and in good order. The resident shall supply pants and boots which must meet Grant County Fire District 3's standards. The District shall provide all necessary safety equipment. All issued equipment will be returned when resident vacates or is terminated.
  15. After separation, personal items must be removed within fifteen (15) days or they will be disposed of.
- G. Tools and Equipment Use: Emergency medical unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by a Resident Firefighter to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Must pass the Districts physical agility test.
  2. While performing the duties of this job, the Resident Firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

3. The Resident Firefighter must frequently lift and /or move up to ten (10) pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- I. Work Environment: The work environment characteristics described here are representative of those a Resident Firefighter encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the Resident Firefighter regularly works in outside weather conditions. The Resident Firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- J. Living Environment:

1. Responsible for keeping living quarters and station interior clean at all times, including; removal of dirty laundry, cleaning kitchen areas, cleaning bathroom/shower area; cleaning of day room. This may be subject to inspection at any time.
2. If not currently a student, employed, or actively pursuing employment, resident will be required to perform duties as assigned by Career Staff. Resident(s) will be in uniform and available by 8:30 a.m.
3. No alcohol or non-prescription drugs will be allowed on station premises or property owned by or leased to Grant county Fire District 3.
4. Inspections will be conducted as needed but not less than once a week unannounced. Inspections will include Resident living quarters and sleeping rooms,ie; bathrooms, utility room, day room etc.
5. Volume of radios and TV's will be maintained at a reduced level. All noise will be limited between the hours of 2200 and 0700 hours.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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6. Residents will restrict visitors from the hours of 2200-0700 on weekdays, and 0000 – 0700 on Fridays & Saturdays. Residents will not have overnight guests.
7. Responsible for written notification to the supervising officer no later than 0800 hours if he/she will be gone during an overnight period or an extended time. Proper written work notification shall be filled out i.e.; (Resident Request for Leave) Appendix A- (used to be attachment A). Residents will be allowed 5 days off a month, nonduty shifts. Residents will have (1) one week of time off after the 1<sup>st</sup> year, and (2) two weeks off after the 2<sup>nd</sup> year.
8. Resident quarters are off limits to all personnel, with the following exceptions: Persons invited by the resident, sleepers, or a representative of Grant County Fire District 3 for daily inspection.
9. Resident sleeping rooms are off limits to all personnel except for Resident assigned to that room and representative of the fire district for inspections.
10. No horseplay will be allowed.
11. No pets of any kind are allowed.
12. Only sporting firearms are allowed in the resident quarters, one shotgun and one rifle provided they are unloaded with the ammunition stored in a safe area, away from the gun, and has prior approval from the District Fire Chief. They must have gunlocks on at ALL times.
13. Archery Bows must be stored in a safe area, in a locked case, at all times with prior approval from the District Fire Chief.
14. Residents will be allowed to have one vehicle parked at the South-end of parking lot. One additional item i.e.; vehicle, boat, trailer etc. may be parked at West-end of parking lot.
15. There will be no long-distance telephone calls charged to any phone of Grant County Fire District 3. Station phones are for Grant County Fire District 3 business only. Residents may have installed and maintain a phone line for private use in their quarters if desired. Do not give out District number, for District use only.
16. The viewing or possessing pornographic sexually explicit or indecent materials which include printed materials, video or electronic media is not permitted. Any discrepancies will be resolved by the District Fire Chief or his designee.
17. No nudity, inappropriate language or touching will be allowed. Residents will promote a positive and professional image at all times.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THE FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFORMENTIOND JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**

See Appendix 04\_01\_50

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.30
2. SUBJECT: ***Job Description – Lieutenant Career***
3. POLICY: The Lieutenant position is established to provide a highly responsible officer to assist the Assistant Chiefs in the coordination and execution of operational, training, prevention, and public education responsibilities. This position is established to provide an emergency incident officer with supervisory responsibilities in Grant County Fire District 3.
4. SCOPE: This Policy and Procedure is applicable to the Lieutenant of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
  - B. The Lieutenant will adhere to this Policy and Procedure.
6. PROCEDURE:
  - A. Supervision Received:
    1. The Lieutenant shall take direction from the Assistant Chief of Operations/Training within the District command structure.
    2. The Lieutenant shall accept delegated command of the District in the absence of the District Fire Chief. In this capacity, the Lieutenant shall follow the District Fire Chief's position description.
    3. The Lieutenant shall be required to work without direct supervision.
  - B. Supervision Exercised: Supervises subordinate career and volunteer officers directly, and other District staff, officers or volunteers through subordinate officers.
  - C. Essential Duties and Responsibilities:
    1. Shall respond to and actively participate in the mitigation of emergency incidents.
    2. Shall attend all officers' meetings and provide input.
    3. Shall enforce all adopted safety standards for firefighters.
    4. Shall continually work to promote the positive public image of Grant County Fire District 3 and be party to no act or omission that may detract

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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from a positive public image.

5. Training:
  - a. Assist with development, coordination, and implementation of the District training program.
  - b. Assist with training schedules, standards, records, and instruction delivery.
6. Fire Prevention:
  - a. Assist with fire prevention and public education activities including inspections, code compliance, outreach, and investigation support as assigned.
7. Support to Assistant Chiefs:
  - a. Shall assist the Assistant Chief of Operations/Training in coordination and follow-through of daily operations and assignments.
  - b. Shall provide support to the Assistant Chief of Prevention/Public Education as directed.
  - c. Shall maintain awareness of daily activities and organizational priorities.
  - d. Shall assist in ensuring assignments are communicated, tracked, and completed.
  - e. Shall follow up on tasks, identify delays, and communicate status updates.
  - f. Shall coordinate accountability through proper supervisory channels.
  - g. This role does not supersede the authority of Assistant Chiefs or the chain of command.
8. Shall perform vehicle and equipment maintenance duties as outlined in the District maintenance program.
9. Shall not discuss with anyone confidential matters.
10. Keep the Assistant Chief of Operations/Training fully advised of all functions and activities of the Fire District.
11. May be required to participate in the Fire District duty officer rotation.
12. Researches and prepares grant funding authorized by the District Fire Chief or his designee.

### D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Assistant Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Serves as a member of various employee and Fire District committees as agreed upon with the Assistant Chief.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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3. Shall maintain a working knowledge of the District budget.
  - a. Shall coordinate all purchases with the Assistant Chief.
  - b. Shall be the authorized representative of the District at those agreed upon county and local organizations approved by the Assistant Chief.

### E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State Emergency Medical Technician Certification; Considerable knowledge of applicable laws, ordinances, Grant County Fire District 3's policy and procedures and regulations. Be certified at the Fire Officer 1.
3. Skill in the operation of the listed tools and equipment used.
4. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
5. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff and volunteers meet assigned goals and objectives.
6. Demonstrate the initiative and ability to follow through on task to timely completion.
7. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.
8. Have the ability to instill trust, consistency and fairness to volunteers and staff.
9. Possess excellent public relations, problem solving, analytical, and computer skills.

### F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.
2. Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle **Incident** Prevention Program (EVIP) without record of suspension or revocation in any state.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Ability to read and write the English language.
  5. Ability to meet Grant District Fire District 3's physical standards.
  6. As their services are required, they shall be continually available to take command of an emergency incident.
  7. Must have excellent reasoning and critical thinking skills with an ability to generate appropriate solutions.
  8. Must be able to analyze situations and adopt a quick, effective and reasonable course of action, especially under conditions which may at times be psychologically and emotionally stressful.
  9. Must be able to communicate effectively with people who are in physical or emotional distress, and deal with customers in a respectful, courteous manner.
  10. Ability to work flexible schedule as needed.
  11. Experience managing and mentoring volunteer staffing programs.
  12. Knowledge in volunteer recruiting and retention programs.
  13. Must be able to establish and maintain good working relationships.
- G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal, standard shop maintenance tools, computer, phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
  2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- I. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. Work is performed in shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in office settings, and loud at shop and emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.30
2. SUBJECT: *Job Description – Lieutenant Career*
3. POLICY: The Lieutenant position is established to provide a highly responsible officer to assist the Assistant Chiefs in the coordination and execution of operational, training, prevention, and public education responsibilities. This position is established to provide an emergency incident officer with supervisory responsibilities in Grant County Fire District 3.
4. SCOPE: This Policy and Procedure is applicable to the Lieutenant of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
  - B. The Lieutenant will adhere to this Policy and Procedure.
6. PROCEDURE:
  - A. Supervision Received:
    1. The Lieutenant shall take direction from the Assistant Chief of Operations/Training within the District command structure.
    2. The Lieutenant shall accept delegated command of the District in the absence of the District Fire Chief. In this capacity, the Lieutenant shall follow the District Fire Chief's position description.
    3. The Lieutenant shall be required to work without direct supervision.
  - B. Supervision Exercised: Supervises subordinate career and volunteer officers directly, and other District staff, officers or volunteers through subordinate officers.
  - C. Essential Duties and Responsibilities:
    1. Shall respond to and actively participate in the mitigation of emergency incidents.
    2. Shall attend all officers' meetings and provide input.
    3. Shall enforce all adopted safety standards for firefighters.
    4. Shall continually work to promote the positive public image of Grant County Fire District 3 and be party to no act or omission that may detract

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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from a positive public image.

5. Training:
  - a. Assist with development, coordination, and implementation of the District training program.
  - b. Assist with training schedules, standards, records, and instruction delivery.
6. Fire Prevention:
  - a. Assist with fire prevention and public education activities including inspections, code compliance, outreach, and investigation support as assigned.
7. Support to Assistant Chiefs:
  - a. Shall assist the Assistant Chief of Operations/Training in coordination and follow-through of daily operations and assignments.
  - b. Shall provide support to the Assistant Chief of Prevention/Public Education as directed.
  - c. Shall maintain awareness of daily activities and organizational priorities.
  - d. Shall assist in ensuring assignments are communicated, tracked, and completed.
  - e. Shall follow up on tasks, identify delays, and communicate status updates.
  - f. Shall coordinate accountability through proper supervisory channels.
  - g. This role does not supersede the authority of Assistant Chiefs or the chain of command.
8. Shall perform vehicle and equipment maintenance duties as outlined in the District maintenance program.
9. Shall not discuss with anyone confidential matters.
10. Keep the Assistant Chief of Operations/Training fully advised of all functions and activities of the Fire District.
11. May be required to participate in the Fire District duty officer rotation.
12. Researches and prepares grant funding authorized by the District Fire Chief or his designee.

### D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Assistant Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Serves as a member of various employee and Fire District committees as agreed upon with the Assistant Chief.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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3. Shall maintain a working knowledge of the District budget.
  - a. Shall coordinate all purchases with the Assistant Chief.
  - b. Shall be the authorized representative of the District at those agreed upon county and local organizations approved by the Assistant Chief.

### E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State Emergency Medical Technician Certification; Considerable knowledge of applicable laws, ordinances, Grant County Fire District 3's policy and procedures and regulations. Be certified at the Fire Officer 1.
3. Skill in the operation of the listed tools and equipment used.
4. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
5. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff and volunteers meet assigned goals and objectives.
6. Demonstrate the initiative and ability to follow through on task to timely completion.
7. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.
8. Have the ability to instill trust, consistency and fairness to volunteers and staff.
9. Possess excellent public relations, problem solving, analytical, and computer skills.

### F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.
2. Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle Accident Incident Prevention Program (EVAIP) without record of suspension or revocation

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- in any state.
3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Ability to read and write the English language.
  5. Ability to meet Grant District Fire District 3's physical standards.
  6. As their services are required, they shall be continually available to take command of an emergency incident.
  7. Must have excellent reasoning and critical thinking skills with an ability to generate appropriate solutions.
  8. Must be able to analyze situations and adopt a quick, effective and reasonable course of action, especially under conditions which may at times be psychologically and emotionally stressful.
  9. Must be able to communicate effectively with people who are in physical or emotional distress, and deal with customers in a respectful, courteous manner.
  10. Ability to work flexible schedule as needed ~~Sunday-Saturday to allow for early morning, evening or weekend appointments, training, or meetings.~~
  11. Experience managing and mentoring volunteer staffing programs.
  12. Knowledge in volunteer recruiting and retention programs.
  13. Must be able to establish and maintain good working relationships.
  14. ~~Must reside in Grant County Fire District 3 and live within a reasonable response time of the main station within 6 months of employment.~~
- G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal, standard shop maintenance tools, computer, phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
  2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- I. Work Environment: The work environment characteristics described here are

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in office settings, and loud at shop and emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.30
2. SUBJECT: ***Job Description – Lieutenant Career***
3. POLICY: The Lieutenant position is established to provide a highly responsible officer to assist the Assistant Chiefs in the coordination and execution of operational, training, prevention, and public education responsibilities. This position is established to provide an emergency incident officer with supervisory responsibilities in Grant County Fire District 3.
4. SCOPE: This Policy and Procedure is applicable to the Lieutenant of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
  - B. The Lieutenant will adhere to this Policy and Procedure.
6. PROCEDURE:
  - A. Supervision Received:
    1. The Lieutenant shall take direction from the Assistant Chief of Operations/Training within the District command structure.
    2. The Lieutenant shall accept delegated command of the District in the absence of the District Fire Chief. In this capacity, the Lieutenant shall follow the District Fire Chief's position description.
    3. The Lieutenant shall be required to work without direct supervision.
  - B. Supervision Exercised: Supervises subordinate career and volunteer officers directly, and other District staff, officers or volunteers through subordinate officers.
  - C. Essential Duties and Responsibilities:
    1. Shall respond to and actively participate in the mitigation of emergency incidents.
    2. Shall attend all officers' meetings and provide input.
    3. Shall enforce all adopted safety standards for firefighters.
    4. Shall continually work to promote the positive public image of Grant County Fire District 3 and be party to no act or omission that may detract

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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from a positive public image.

5. Training:
  - a. Assist with development, coordination, and implementation of the District training program.
  - b. Assist with training schedules, standards, records, and instruction delivery.
6. Fire Prevention:
  - a. Assist with fire prevention and public education activities including inspections, code compliance, outreach, and investigation support as assigned.
7. Support to Assistant Chiefs:
  - a. Shall assist the Assistant Chief of Operations/Training in coordination and follow-through of daily operations and assignments.
  - b. Shall provide support to the Assistant Chief of Prevention/Public Education as directed.
  - c. Shall maintain awareness of daily activities and organizational priorities.
  - d. Shall assist in ensuring assignments are communicated, tracked, and completed.
  - e. Shall follow up on tasks, identify delays, and communicate status updates.
  - f. Shall coordinate accountability through proper supervisory channels.
  - g. This role does not supersede the authority of Assistant Chiefs or the chain of command.
8. Shall perform vehicle and equipment maintenance duties as outlined in the District maintenance program.
9. Shall not discuss with anyone confidential matters.
10. Keep the Assistant Chief of Operations/Training fully advised of all functions and activities of the Fire District.
11. May be required to participate in the Fire District duty officer rotation.
12. Researches and prepares grant funding authorized by the District Fire Chief or his designee.

### D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Assistant Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Serves as a member of various employee and Fire District committees as

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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- agreed upon with the Assistant Chief.
3. Shall maintain a working knowledge of the District budget.
    - a. Shall coordinate all purchases with the Assistant Chief.
    - b. Shall be the authorized representative of the District at those agreed upon county and local organizations approved by the Assistant Chief.

### E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State Emergency Medical Technician Certification; Considerable knowledge of applicable laws, ordinances, Grant County Fire District 3's policy and procedures and regulations. Be certified at the Fire Officer 1.
3. Skill in the operation of the listed tools and equipment used.
4. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
5. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff and volunteers meet assigned goals and objectives.
6. Demonstrate the initiative and ability to follow through on task to timely completion.
7. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.
8. Have the ability to instill trust, consistency and fairness to volunteers and staff.
9. Possess excellent public relations, problem solving, analytical, and computer skills.

### F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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2. Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.
  3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Ability to read and write the English language.
  5. Ability to meet Grant District Fire District 3's physical standards.
  6. As their services are required, they shall be continually available to take command of an emergency incident.
  7. Must have excellent reasoning and critical thinking skills with an ability to generate appropriate solutions.
  8. Must be able to analyze situations and adopt a quick, effective and reasonable course of action, especially under conditions which may at times be psychologically and emotional stressful.
  9. Must be able to communicate effectively with people who are in physical or emotional distress, and deal with customers in a respectful, courteous manner.
  10. Ability to work flexible schedule as needed Sunday-Saturday to allow for early morning, evening or weekend appointments, training, or meetings.
  11. Experience managing and mentoring volunteer staffing programs.
  12. Knowledge in volunteer recruiting and retention programs.
  13. Must be able to establish and maintain good working relationships.
  14. Must reside in Grant County Fire District 3 and live within a reasonable response time of the main station within 6 months of employment.
- G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal, standard shop maintenance tools, computer, phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
  2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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- I. **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Work is performed in shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
  2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
  3. The noise level in the work environment is usually quiet in office settings, and loud at shop and emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.08
2. SUBJECT: ***Volunteer Performance and Probationary Standards***
3. POLICY: To establish minimum performance levels for new volunteer entrance and probation requirements. **This policy does not alter at-will status or limit authority to terminate at any time.**
4. SCOPE: This Policy and Procedure is applicable to all new volunteers of Grant County Fire District 3 and further may be applicable to any person making re-application after an absence of one year or greater.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of Grant County Fire District is responsible for:
    1. Verification of applicants' eligibility.
    2. Presentation of prospective new volunteers to The Board of Commissioners.
  - B. The District Secretary is responsible for: enrolling new volunteers in the benefit programs.
  - C. The District Training Officer is responsible for:
    1. Compilation and certification of new training records.
    2. The coordination and delivery of recruit training.
6. PROCEDURE:
  - A. Eligibility: Prospective Volunteer personnel:
    1. **Volunteer members shall reside within 15 miles of assigned station. The District Fire Chief may approve exceptions when doing so is in the best interest of the District, including scheduled staffing coverage, specialty services, or other operational needs.**
    2. Must be 18 years of age by completion of probation.
    3. Complete volunteer application form.
    4. Complete an interview with the District Fire Chief **or designee.**
    5. Receive a satisfactory recommendation from the Senior Ranking Officer of the station to which the new person will be assigned.
    6. Satisfactorily complete a physical ability test.
    7. Satisfactorily complete a medical exam.
    8. Receive a satisfactory criminal history check.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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9. Must have a satisfactory personal reference review.
- B. Commissioner Approval:
1. All applicants shall be approved by the Board of Commissioners following verification of eligibility requirements.
  2. The Volunteer may be terminated by the Board of Commissioners without cause at any time.
- C. Volunteer Benefits Programs:
1. After applicants are approved by the Board of Commissioners, the District Secretary shall complete the enrollment process in the Washington State Volunteer Firefighters line of duty disability and death insurance plan prior to the performance of any duties or attendance at any activities for the District.
  2. The District Fire Chief shall approve personnel to receive reimbursement for training, responses and other activities. The District Fire Chief shall assign a personnel number to every new person to allow proper record keeping.
  3. Following successful completion of probation new volunteers will be offered the opportunity to enroll in The Firefighter Pension provisions provided by the State of Washington (RCW 41.24.020).
- D. Probationary Requirements:
1. The probationary period shall be six (6) months and shall start on the date the Board of Commissioners approve the applicant.
  2. New volunteers shall complete the following requirements to receive approval as regular volunteers by the Board of Commissioners:
    - a. Successfully complete the Firefighter Fundamentals curriculum.
    - b. Attend Search and Rescue I or Burn to Learn at the State Training Center.
    - c. Attend all drills during probationary period unless excused by the District Fire Chief.
    - d. At the completion of the probationary period the probationary firefighter shall be submitted to the Board of Commissioners for action/approval. The District Fire Chief may submit a recommendation at this time.
- E. Special Service Volunteers:
1. The Board of Commissioners may accept Special Service Volunteers and waive all or part of the eligibility and probationary requirements for a person who will provide a specialized service to the District.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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2. Special Service Volunteers shall be given the same benefits as other volunteers.

### F. Performance Management

1. Failure to meet expectations may result in coaching, reassignment, suspension, or termination.
2. The District is not required to follow progressive discipline.

CLEAR

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.08
2. SUBJECT: ***New Volunteer Performance Levels and Probationary Standards***
3. POLICY: To establish minimum performance levels for new volunteer entrance and probation requirements. ***This policy does not alter at-will status or limit authority to terminate at any time.***
4. SCOPE: This Policy and Procedure is applicable to all new volunteers of Grant County Fire District 3 and further may be applicable to any person making re-application after an absence of one year or greater.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of Grant County Fire District is responsible for:
    1. Verification of applicants' eligibility.
    2. Presentation of prospective new volunteers to The Board of Commissioners.
  - B. The District Secretary is responsible for: enrolling new volunteers in the benefit programs.
  - C. The District Training Officer is responsible for:
    1. Compilation and certification of new training records.
    2. The coordination and delivery of recruit training.
6. PROCEDURE:
  - A. Eligibility: Prospective Volunteer personnel:
    1. ~~Must reside within a 15 minute response of assigned station.~~ ***Volunteer members shall reside within 15 miles of assigned station. The District Fire Chief may approve exceptions when doing so is in the best interest of the District, including scheduled staffing coverage, specialty services, or other operational needs.***
    2. Must be 18 years of age by completion of probation.
    3. Complete volunteer application form.
    4. Complete an interview with the District Fire Chief ***or designee.***
    5. Receive a satisfactory recommendation from the Senior Ranking Officer of the station to which the new person will be assigned.
    6. Satisfactorily complete a physical ability test.
    7. Satisfactorily complete a medical exam.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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8. Receive a satisfactory criminal history check.
9. Must have a satisfactory personal reference review.

### B. Commissioner Approval:

1. All applicants shall be approved by the Board of Commissioners following verification of eligibility requirements.
2. The Volunteer may be terminated by the Board of Commissioners without cause at any time.

### C. Volunteer Benefits Programs:

1. After applicants are approved by the Board of Commissioners, the District Secretary shall complete the enrollment process in the Washington State Volunteer Firefighters line of duty disability and death insurance plan prior to the performance of any duties or attendance at any activities for the District.
2. The District Fire Chief shall approve personnel to receive reimbursement for training, responses and other activities. The District Fire Chief shall assign a personnel number to every new person to allow proper record keeping.
3. Following successful completion of probation new volunteers will be offered the opportunity to enroll in The Firefighter Pension provisions provided by the State of Washington (RCW 41.24.020).

### D. Probationary Requirements:

1. The probationary period shall be six (6) months and shall start on the date the Board of Commissioners approve the applicant.
2. New volunteers shall complete the following requirements to receive approval as regular volunteers by the Board of Commissioners:
  - a. Successfully complete the Firefighter Fundamentals curriculum.
  - b. Attend Search and Rescue I or Burn to Learn at the State Training Center.
  - c. Attend all drills during probationary period unless excused by the District Fire Chief.
  - d. At the completion of the probationary period the probationary firefighter shall be submitted to the Board of Commissioners for action/approval. The District Fire Chief may submit a recommendation at this time.

### E. Special Service Volunteers:

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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1. The Board of Commissioners may accept Special Service Volunteers and waive all or part of the eligibility and probationary requirements for a person who will provide a specialized service to the District.
2. Special Service Volunteers shall be given the same benefits as other volunteers.

### **F. Performance Management**

1. Failure to meet expectations may result in coaching, reassignment, suspension, or termination.
2. The District is not required to follow progressive discipline.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.08
2. SUBJECT: *New Volunteer Performance Levels*
3. POLICY: To establish minimum performance levels for new volunteer entrance and probation requirements.
4. SCOPE: This Policy and Procedure is applicable to all new volunteers of Grant County Fire District 3 and further may be applicable to any person making re-application after an absence of one year or greater.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of Grant County Fire District is responsible for:
    1. Verification of applicants' eligibility.
    2. Presentation of prospective new volunteers to The Board of Commissioners.
  - B. The District Secretary is responsible for: enrolling new volunteers in the benefit programs.
  - C. The District Training Officer is responsible for:
    1. Compilation and certification of new training records.
    2. The coordination and delivery of recruit training.
6. PROCEDURE:
  - A. Eligibility: Prospective Volunteer personnel:
    1. Must reside within a 15-minute response of assigned station.
    2. Must be 18 years of age by completion of probation.
    3. Complete volunteer application form.
    4. Complete an interview with the District Fire Chief.
    5. Receive a satisfactory recommendation from the Senior Ranking Officer of the station to which the new person will be assigned.
    6. Satisfactorily complete a physical ability test.
    7. Satisfactorily complete a medical exam.
    8. Receive a satisfactory criminal history check.
    9. Must have a satisfactory personal reference review.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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### B. Commissioner Approval:

1. All applicants shall be approved by the Board of Commissioners following verification of eligibility requirements.
2. The Volunteer may be terminated by the Board of Commissioners without cause at any time.

### C. Volunteer Benefits Programs:

1. After applicants are approved by the Board of Commissioners, the District Secretary shall complete the enrollment process in the Washington State Volunteer Firefighters line of duty disability and death insurance plan prior to the performance of any duties or attendance at any activities for the District.
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3. Following successful completion of probation new volunteers will be offered the opportunity to enroll in The Firefighter Pension provisions provided by the State of Washington (RCW 41.24.020).

### D. Probationary Requirements:

1. The probationary period shall be six (6) months and shall start on the date the Board of Commissioners approve the applicant.
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  - c. Attend all drills during probationary period unless excused by the District Fire Chief.
  - d. At the completion of the probationary period the probationary firefighter shall be submitted to the Board of Commissioners for action/approval. The District Fire Chief may submit a recommendation at this time.

### E. Special Service Volunteers:

1. The Board of Commissioners may accept Special Service Volunteers and waive all or part of the eligibility and probationary requirements for a person who will provide a specialized service to the District.
2. Special Service Volunteers shall be given the same benefits as other volunteers.



# 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

## RESOLUTION NO. 26-07-02

### DECLARING EXCESS PROPERTY AS SURPLUS:

**Background:** Grant County Fire District #3 possesses specific supplies and equipment that it has assessed as no longer necessary to own, maintain, or utilize. As a result, the Fire District has officially designated these items as surplus property.

The Board of Commissioners has reviewed the attached property list of items to be disposed of by Grant County Fire District #3.

**Resolution:** NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Grant County Fire District #3, hereby declare the following attached list of equipment as surplus to the needs of the District and direct that staff dispose of said equipment at the least cost to the District.

**Adoption:** ADOPTED at the regular meeting of the Board of Commissioners of Grant County Fire District #3 on **July 8, 2026**, the following Commissioners being present and voting:

**Resolution No. 26-07-02 hereby approved on this 8<sup>th</sup> day of July 2026.**

**For Grant County Fire District #3**

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
District Secretary



# GRANT COUNTY FIRE DISTRICT #3

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COMMISSIONERS: KEVEN CHILD, CARL YEATES, RANDY ZOLMAN

DISTRICT SECRETARY: APRIL STUCKY

## RESOLUTION NO. 26-07-02

### DECLARING EXCESS PROPERTY AS SURPLUS:

#### PROPERTY LIST:

Miscellaneous Hose- damaged

# Itemized List of Hose Failures - 2026

#	Hose Type	Hose ID
1	1 3/4	GC-08-195
2	1 3/4	Q12
3	2 1/2	GC-02-0-37
4	2 1/2 whip	no #
5	2 1/2 whip	GC38001
6	2 1/2 whip	QFD-5-87
7	1 3/4	Q 06-16
8	<del>1 3/4</del>	<del>GC 07-205</del>
9	1 3/4	GC 07-205
10	2 1/2	GC3 - no #
11	1 3/4	EFD-07-102
12	1 3/4	GC 4
13	1 3/4	GC 171
14	1 3/4	GC 167
15	<del>4" LDH</del>	<del>GC 108-108</del>
16	<del>4" LDH</del>	<del>GC 103</del>
17	1 3/4	GLE-08-01
18	1 3/4	GLE-08-44
19	1 3/4	GC 5
20	1 3/4	GC 69
21	1 3/4	GC 60
22	<del>1 3/4</del>	<del>GC 83</del>
23	1 3/4	GC 83
24	1 3/4	GC 105
25	1 3/4	GC 164
26	1 3/4	GC 6
27	1 3/4	GC 82
28	1 3/4	GC 161
29	1 3/4	GC 182
30	1 3/4	GC 181
31	1 3/4	GC 173
32	1 3/4	GC 176
33	1 3/4	GC 82
34	2 1/2 whip	EFD-07-206
35	2 1/2 whip	GLFD 3
36	1 3/4	EFD-09-106
37	1 3/4	GC-90-4
38	1 3/4	Q-18-34
39	1 3/4	Q-09-06
40	2 1/2	GC - no #

~~1 3/4" GC 111~~  
 1 3/4" GC no #  
 2 1/2" GC no #  
 1 3/4" GC no #  
 1 3/4" GC no #  
 2 1/2" whip GC no #  
 4" LDH [06-416]  
 [07-403]

1 3/4" GC 08-108  
 4" LDH GC3 no #  
 4" LDH GC3 no #  
 4" LDH GC3 no #  
 4" LDH GC3 no #