

# 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, MAY 13, 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) April 8, 2026, Regular Meeting
    - 2) April 16, 2026, Special 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 05 01: Policy and Procedure Discussion/Action
  - b. Annual Report Discussion/Action
10. Executive Session
11. Adjournment



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## Regular Commissioner Meeting

Wednesday

April 8, 2026

9:30 AM

### CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Grant County Fire District #3 Commissioners met on April 8, 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, FF Massey, Residents: Anderson and Garland, Part-Time Chief's Asst. Weber Volunteer Katrina Spence. Public: Council Member Jim Kling representing the City of Quincy and Brent Dowlen with Welcome to Quincy WA.

### PRESENTATIONS/AUDIENCE

Brent Dowlen with Welcome to Quincy WA podcast introduced himself and gave an overview of his website and podcast. Volunteer Katrina Spence invited the Board to the 2<sup>nd</sup> Annual Quincy Police vs. Grant County Fire Dist. #3 Vol/IAFF softball game on May 4, 2026.

### APPROVAL OF AGENDA/CONSENT AGENDA ITEMS

The agenda and consent agenda items for the commissioner meeting on April 8, 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 are completing our spring projects and preparing for hose and hydrant testing. Chief Durfee provided a summary of several fire calls, recognizing the extensive work and training that had been undertaken. He emphasized the significance of these efforts and noted how successfully the fires were managed.
- Community Engagement and Representations: We have been participating in the City's Comprehensive plan updates. Chief Durfee informed the Board that we had participated in Career Day hosted by the Quincy School District. Staff also participated in the Drugs and Trends training hosted by Quincy Partnership for Youth.



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## Regular Commissioner Meeting

- Administrative: Staff met with WSRB and we are expecting our preliminary report in approximately 60 days.
- Training: Our focus has turned to wildland fire fighting as the season is starting. We have completed our classroom portion and will be completing field training and driving later in April.
- Apparatus update: The shop is working with MACC on upgrades to the communication system with new radios, pagers, and Starlink systems.

### 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 addressed the upcoming Pinning Ceremony for FF McCarty and proposed that a special meeting be scheduled for April 16, at 18:00. The Board requested a Special Meeting for the Pinning Ceremony.

### New Volunteers presented to the Board:

- Hunter Meek, Resident

Chief Durfee presented a new volunteer 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 pending physical and standard background checks. The motion carried to accept the resident applicant pending 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: 260401 - 001 – 015: \$ 82,624.63
- FIRE: 260402 - 001 – 045: \$ 839,368.18



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## Regular Commissioner Meeting

### Payroll Dates:

- March 20, 2026
- April 3, 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 (CY/KC, 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: (Feb.)

District Secretary Stucky received and reviewed the financial statements for Feb. 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 Feb. is accurate and stable, and no further action is required regarding the financial statements for this period.

### UNFINISHED BUSINESS:

#### Strategic Plan:

Chief Durfee reported to the Board that Phase 3 of the Strategic Plan is complete. Staff have scheduled Stage 4 planning sessions for the end of April, which will focus on goal setting.

#### EMS Plan:

Chief Durfee presented the flyer and announcement for the Firefighter/Paramedic position with a closing date of May 4, 2026, with anticipation for the new hires to start in the fall of 2026.

#### Apparatus:

Chief Durfee updated the Board on the current apparatus projects.

- 5-ton engine: No change
- 7-ton Oshkosh (2): At Randco and they are progressing on the project
- Type 5 DNR engine is in the shop



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## Regular Commissioner Meeting

### NEW BUSINESS:

#### Resolution 26-04-01: Amend FY 2026 Budget:

District Secretary Stucky introduced Resolution 26-04-01, regarding changes to the FY 2026 Budget; please refer to the meeting packet for details. With no additional questions, comments, or discussions from the Board, a motion was made and seconded (KC/CY, unanimously approved), to adopt Resolution 26-04-01. The motion carried, and the changes presented to the FY 2026 Budget were officially adopted.

#### Resolution 26-04-02: Policy and Procedure changes:

District Secretary Stucky introduced Resolution 26-04-02, regarding changes to the Policy and Procedure manual; please refer to the meeting packet for details. With no additional questions, comments, or discussions from the Board, a motion was made and seconded (CY/KC, unanimously approved), to adopt Resolution 26-04-02. The motion carried, and the changes to the Policy and Procedure manual were officially adopted.

#### Columbia EMS Service Contract:

Chief Durfee presented the Columbia EMS Service Contract to the Board for final signatures.

#### North Central WA Mutual Aid Agreement:

Chief Durfee introduced an updated draft of the North Central WA Mutual Aid Agreement. The Board took the time to review the agreement. With no additional questions, comments, or discussions from the Board, a motion was made and seconded (KC/CY, unanimously approved), to authorize the Chairman and District Secretary to sign the Agreement once final paperwork as long as no major changes made is received. The motion carried

### EXECUTIVE SESSION:

Chairman Zolman call an Executive Session.

Purpose: Assess applicant qualifications or review employee performance in accordance with RCW 42.30.110(1)(G).

Time: 9:50 a.m. start time for 5 minutes (ending at 9:55 a.m.).

Participants: Chairman Zolman, Commissioners Yeates and Commissioner Child.

Chairman Zolman called the meeting to order, resuming in open session at 9:55a.m.

No action taken



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## Regular Commissioner Meeting ADJOURNMENT

The next Regular Commissioner meeting is scheduled for:

- Date: May 13, 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 10:00 a.m.

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

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

DRAFT



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## Special Commissioner Meeting

Thursday April 16, 2026

### CALL TO ORDER

### CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Grant County Fire District #3 Commissioners met on April 16, 2026, at 6:00 p.m. at the Main Station. Chairman Zolman called the meeting to order and led the Pledge of Allegiance. Attendees include Commissioner Child, Yeates, Zolman, Chief Durfee, District Secretary Stucky, and FF Jeff McCarty. Guest in attendance: see the attached sign-in.

### PRESENTATIONS/AUDIENCE

No audience presentation.

### APPROVAL OF AGENDA

The agenda items for the special meeting on April 16, 2026, were presented to the Board. With no additional discussions, changes, or corrections from the Board, a motion was made and seconded (RZ/CY unanimously approved) to approve the agenda. The motion was carried, to approve the agenda.

### AGENDA ITEMS

#### Oath of Office:

Chief Durfee had the privilege of swearing in Firefighter McCarty, confirming his dedication to his roles and responsibilities in serving the community. This occasion represented a meaningful milestone in his professional journey.

### ADJOURNMENT

With no additional business to discuss, a motion was made and seconded (RZ/CY unanimously approved) to adjourn the meeting. Motion carried to adjourn the meeting at 6:20 p.m.

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

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

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## SPECIAL MEETING THURSDAY APRIL 16, 2026 6:00 P.M.

Name

Pat Howard  
Cory Howard

Raylan Howard

Logan Howard

Ronda Howard

Shannon Durfee

Joelle Durfee

Jedd Huffman

Jack Meyerberg

Dylan Anderson

Rhett

Russ Meyer

Name

Breemilyn Munn

Courtney Westergard

Charles Anglesey

Johana Pinosos

Sheila McCarty

John

Ethan Christensen

Chad Wilson

Adam Shelton

I. Anderson

Jaiden Barrett

Ethan Thomas



# Staff Activity Report

## April 2026

### Fire Chief

#### Fire District 3 Commissioners:

April has been a productive month for the District, with continued progress across operations, planning, and regional coordination.

A primary focus this month has been our strategic planning process. We are intentionally working to involve personnel from across the organization to ensure the plan reflects a broad range of perspectives and experiences. This inclusive approach is helping build alignment and ownership as we define priorities and direction for the coming years.

We began the month with an on-site visit from the Washington Surveying and Rating Bureau (WSRB). Our staff have dedicated a significant amount of time and effort to gathering documentation, reviewing records, and ensuring we are meeting all requested criteria. Their hard work and attention to detail are appreciated, and we are hopeful for a favorable outcome from the review.

The District continues to partner with Grant County PUD on shoreline wildfire mitigation efforts in the Sunland area. This work is an important component of our broader wildfire risk reduction strategy and reflects our commitment to proactive prevention and strong interagency collaboration.

We were also pleased to receive permission to house our fire boat at a slip in Crescent Bar. This is an important step forward for our marine response capabilities. Training is being scheduled, and there is a high level of enthusiasm among staff. In addition to expanding our service capabilities, this program is already proving to be a positive morale booster for our personnel.

Regional coordination has also been a priority as we prepare for wildfire season. We met with our partners at Royal Slope Fire to discuss planning, resource sharing, and response coordination. These meetings are critical to ensuring a unified and effective approach during large-scale incidents.

Looking ahead, all indicators suggest we are entering what could be a busy wildland fire season. The District is actively preparing through training, equipment readiness, and continued coordination with our regional partners to ensure we are ready to respond effectively.

Overall, the District continues to make steady progress while maintaining a strong focus on preparedness, collaboration, and service to our community.

Fire Chief David Durfee



# Staff Activity Report April 2026

## 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
- 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









# Staff Activity Report April 2026

## 2026 Plan Review Payment Horst-George

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

## Meetings/Projects

- Staff Meetings (Administrative, Operations)
- Strategic Planning meetings
- George City Council
- MACC Fire TAC
- Resident Meeting
- LEPC
- Crisis Team QSD
- Officers Meeting
- CWPP Wildfire Coordination meeting
- St 35 paving project
- Participation committee
- Safety committee
- WSRB

## Facilities

- Parking lot maintenance St 35 (Burn weeds)
- Punch list at St 35 and St 37 ongoing
- End of Qtr HVAC filter check and replacement as needed
- St 35 replace light bulbs
- St 31 Starling nest clean out and blocking
- St 31 interior bay walls and ceiling cleaning

## Equipment

## Miscellaneous



# Staff Activity Report April 2026

## Operations/Training

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

Each year around April, training focuses on wildland preparedness. This remains a priority, ensuring progress toward initial certifications and re-certifications of Red Card (RT-130), that crews are fully prepared on wildland apparatus and operations, and that all apparatus and equipment are ready for the upcoming wildland fire season.

Several meetings were attended regarding interagency operational readiness with multiple partners. The Gorge Amphitheatre hosted a series of meetings which culminated in a live MCI practical exercise involving GCSO, private security staff, numerous EMS agencies (both ground and air), and QVMC. I was requested to serve as the Safety Officer for the exercise, which was conducted successfully without any issues.

Chief Durfee and I also attended a meeting hosted by RSFR, where operational readiness was discussed among many local, state, and federal fire agency partners—primarily those that routinely respond with RSFR. This was a valuable meeting, providing insight into seasonal changes across agencies. Additionally, the opportunity to connect and build relationships during post-meeting discussions proved beneficial.

Monthly operational meetings with CEMS have continued and remain productive, with crews demonstrating strong collaboration. Crews are also regularly training with CEMS on cardiac arrest incidents.

I have coordinated and scheduled a meeting with our federal partners and WVFR, which will take place in early May. This meeting will focus on discussing general operational plans for large wildland fire events in the Crescent Bar area.

Officer development continues to be emphasized during monthly officer meetings, reinforcing leadership expectations and promoting operational consistency. Training remains focused on scene size-up and Incident Command (IC) responsibilities across a variety of incident types.

Several projects are currently in progress, including the development of Emergency Response Plans; the ordering of five hose bed covers for multiple Type 1 engines across the district; updates to the VHF radio communications plan; rollout training for the new DeJaro radio equipment; and completion of several work items requested by WSRB.

This has been another busy month; however, the continued focus on training and planning will support operational readiness for the upcoming wildland fire season.

#### **Upcoming / In-Progress Projects / Completed Projects:**

- Hose Tarps – Drawings have been submitted to a vendor, quotes received, and orders placed to re-outfit all engines and tenders district-wide requiring hose bed covers.
- Boat Operations Training – To date, 13 members of GCFD3 have attended and completed the three-day boat operator certification. One additional class of approximately 10 personnel



## Staff Activity Report April 2026

is scheduled for early June. Following completion, the boat program/service will be implemented.

- Emergency Response and Operational Guidelines – Work has continued, and a near-final draft has been presented to the Officer group for input. Completion is anticipated within the next month.
- MACC Radio Project – This project has been completed, and rollout has begun. It is expected to improve radio reception in multiple areas throughout the district.
- New P25 Pagers – Currently awaiting final programming and distribution from MACC.

### **Professional Development**

- I am currently studying and preparing for the practical exam to complete Fire Officer I certification. Upon completion, I plan to pursue Fire Officer II certification.

### **Meetings & Collaboration**

- I continue to actively participate in internal team meetings, Region 6 Training Council meetings, Columbia EMS operations meetings, apparatus committee meetings, and safety committee meetings as available.

Respectfully,  
Todd Huffman  
Assistant Chief of Operations & Training



# Staff Activity Report

## April 2026

### **In House Training**

- Weekly Drills: Pre-Fire Drill – Gorge, SCBA Quarterlies, Red Card Refresher Field Exercise, and Officer Training (IC – Scene Size-Up).
- Daily On-Duty Crew Drill: Crews have been completing familiarization drills with wildland apparatus in preparation for the upcoming season, as well as engine drills during resident firefighter transitions.
- Instructing this month: AC Huffman, AC Horst, and multiple career and volunteer staff supported SCBA Quarterlies and the Red Card Field Exercise.
- Activity / Training Drill Sheets – Total of 27.
- The Training Calendar is updated and posted to the district website through early July 2026. Public education events continue to be added to the district calendar for volunteer awareness and participation. External training opportunities are also regularly updated on the website.

### **Outside Training**

- IFSAC HMO Written Testing completed – RFF Neary
- Boat Operations Certification – 13 members to date.

### **Upcoming Training**

- Home Station Drill
- Vantage Climbing Area Familiarization
- OTEP
- Off-Road Driving & Tender Operations

### **Training for the Public**

- First Aid / CPR Classes with April Stucky: One class held.
- Fire Extinguisher Classes: No classes requested this month.



# Staff Activity Report April 2026

## Apparatus/Shop:

### Services Completed

3041  
3043  
3521  
3172  
3012  
3211

### Services Due

3171  
UT-31  
3133

### Projects.

- New 3135 back from paint
- 7 ton ready for pre paint inspection
- 2016 F550 starting to install lights and radios
- Mounting pump, Lights and radio on Boat
- A new dash for 3331 has arrived waiting to be installed at a later date.
- Old 3141 out to get oil leak fixed

### Repairs

3521- Front nozzle not fogging out. Broken set screwed.

3721- Batteries were dead. Rewired battery charger.

Boat- Retighten all hose clamps in engine bay compartment

3131- Retighten coolant lines on transmission cooler and rewired Dump chute.

3141- Replaced Kussmaul auto eject and charger.

3134- Wired up new shore power charger and added 12v system for Dejero system.

3511- Fixed water leak on pump to tank side.

### Out of Service/Damage Report

- 3132 broken driveline.



# Staff Activity Report April 2026

## District Secretary/MSO:

### Current Projects for April

- Strategic plan workshops
- Annual Report completed and prepared for final review
- Quarterly reporting- L &I, DOR, PFMLA, WA Cares and 941
- Policy review
- Reviewing Annexation process

### 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

- Grant County EMS- Min/Max
- Grant County EMS- MCI
- Weekly Executive
- Weekly Admin
- Strategic Planning
- Special Commissioner's
- Annexation Impact

### Training

- Clerking with Confidence
- CPR

### Projects and Activities Upcoming

- North Central Region EMS and Trauma Council- MPD review



# Staff Activity Report April 2026

## **Administrative Assistant:**

### **Billings Invoiced/Received**

#### **Invoiced March 2026:**

- City of Quincy - \$4,550.00 for March Residents
- City of Quincy - \$1,152.63 for Ice Cream Shop Fire Sprinkler Plan Review
- City of George- \$121.88 for Roads Plan Review
- City of Quincy - \$723.88 for Lamb Weston Fire Sprinkler Plan Review

#### **Received March 2026:**

- City of Quincy - \$64,875.86 for Fire Agreement
- Acrisure - \$342.00
- Lexis Nexis - \$6.00 for Public Records
- City of George - \$121.88 for Roads Plan Review
- City of Quincy - \$6,426.51 for Ice Cream Shop Plan Review, Lamb Weston Plan Review, March Residents

### **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
- 1<sup>st</sup> Quarter City Report
- 1<sup>st</sup> Quarter Participation Report

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

- District Mailer
- Policy & Procedures Changes
- Strategic Planning Process
- WSRB Phase 4



# Quincy City Report April 2026



## Meetings & Coordination

- City Council Meeting April 7<sup>th</sup> and 21<sup>st</sup>
- Public Safety Committee Meeting April 15th

## Collaboration & Shared Projects

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

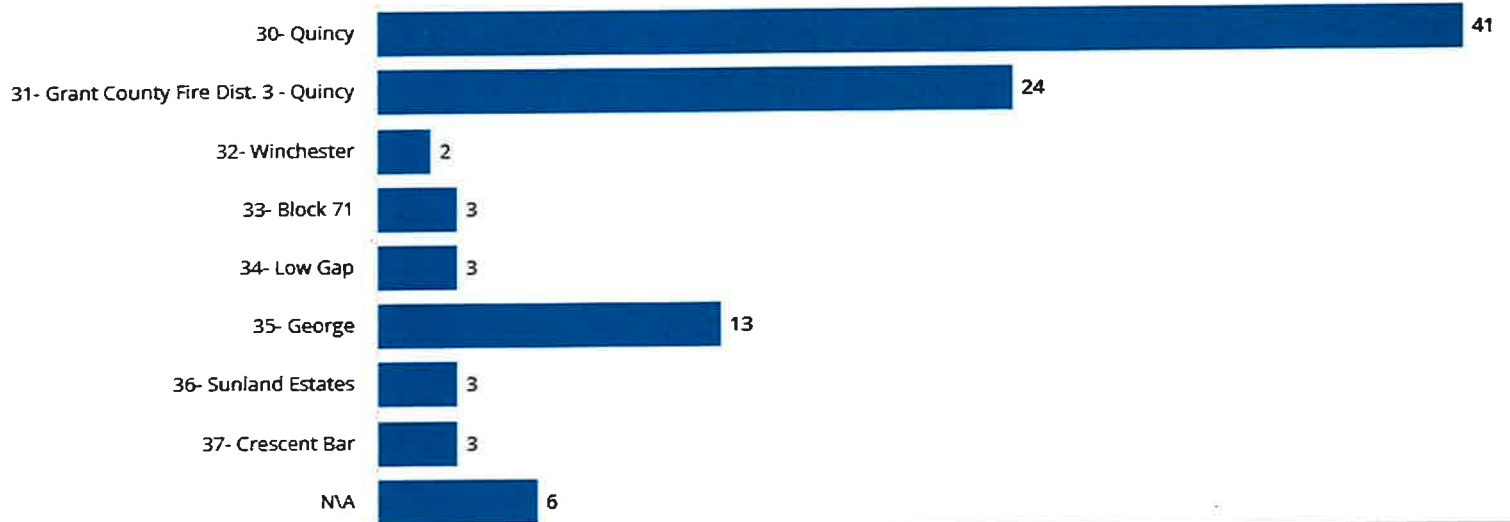
## Response Staffing within City Limits (Station 30 and 31)

- Station 30- 2 Residents
- Station 31- 9 FTE, 5 Residents, 18 Volunteers, One Per Diem

## Calls for Service Breakdown

- 41 of 98 Total Incidents in April

Incidents by Station



# ACCOUNTS PAYABLE

Grant County Fire District #3  
 EMS  
 As Of: 06/29/2026

Time: 12:02:46 Date: 05/07/2026  
 Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17377	04/30/2026	04/30/2026	10219 AT&T MOBILITY	429.05	MAY
17376	04/30/2026	04/30/2026	10462 BOUND TREE MEDICAL	97.34	OPIOD OVERDOSE KIT CASE ONLY
17408	04/30/2026	04/30/2026	10443 BYRNES OIL CO.	269.37	FUEL APRIL
17431	05/06/2026	05/06/2026	10840 CITY OF GEORGE	381.29	APRIL
17381	04/30/2026	04/30/2026	10721 COLEMAN OIL COMPANY	113.67	FUEL
17410	04/30/2026	04/30/2026	10721 COLEMAN OIL COMPANY	160.83	OIL
17419	05/06/2026	05/06/2026	10721 COLEMAN OIL COMPANY	2.87	FUEL
17411	04/30/2026	04/30/2026	12760 COLUMBIA EMS	21,344.86	MAY
17403	04/30/2026	04/30/2026	10696 COMMERCIAL TIRE	66.01	FLAT REPAIR
17382	04/30/2026	04/30/2026	14049 COPIERS NORTHWEST	111.49	FAC
17429	05/06/2026	05/06/2026	11041 DURFEE, DAVID	86.99	MARCH 23- APRIL 22
17425	05/06/2026	05/06/2026	11088 EMS CONNECT	154.73	MAY
17386	04/30/2026	04/30/2026	14721 ERICKSON TANK & PUMP	87.10	STEEL BACKED BODY STRIPS
17385	04/30/2026	04/30/2026	11176 FD3TV GRANT CO. FIRE DIST.#3 ADV.	88.63	JOB POSTING
17374	04/08/2026	04/08/2026	12491 NATION WIDE RETIREMENT SOLUTIONS (NRS)	800.00	April
17412	04/30/2026	04/30/2026	12519 OCCUPATIONAL HEALTH SOLUTION	100.00	MAY
17393	04/30/2026	04/30/2026	12795 QUINCY HARDWARE & LUMBER INC.	321.75	FAC SUPPLIES- FASTENERS PAINT AND PAINTING SUPPLIES, DRILL BITS, PUMBLING SUPPLIES, GARAGE DOOR LUBE
17440	05/06/2026	05/06/2026	13461 TYCO INC	294.02	GEAR LUBE
17391	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	265.41	May
Report Total:				25,175.41	

This report has been reviewed by:

Signature & Title

Date

REMARKS:



# ACCOUNTS PAYABLE

Grant County Fire District #3

FIRE  
As Of: 06/29/2026

Time: 12:03:01 Date: 05/07/2026  
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17441	05/06/2026	05/06/2026	12567 OXARC	250.87	COMPRESSED GAS
17421	05/06/2026	05/06/2026	12683 PALADIN BACKGROUND SCREENING; BARI ROWE	114.69	MEEK AND MORTLAND BACKGROUND CHECK
17438	05/06/2026	05/06/2026	12795 QUINCY HARDWARE & LUMBER INC.	29.21	PROPANE
17448	05/07/2026	05/07/2026	12795 QUINCY HARDWARE & LUMBER INC.	4.32	Parts
17455	05/07/2026	05/07/2026	12795 QUINCY HARDWARE & LUMBER INC.	34.59	PAINT
17405	04/30/2026	04/30/2026	12820 QUINCY VALLEY CHAMBER OF COMMERCE	210.00	2026
17413	04/30/2026	04/30/2026	12871 REED A. EUGENE	202.90	MAY
17415	04/30/2026	04/30/2026	13064 SEMCO	349.00	MAY
17422	05/06/2026	05/06/2026	13085 SIGNS NOW	361.42	ADA SIGNS
17414	04/30/2026	04/30/2026	13120 SIMMONS, ALAN	202.90	MAY
17430	05/06/2026	05/06/2026	13192 SNURE LAW OFFICE PSC	288.00	POLICY REVIEW
17423	05/06/2026	05/06/2026	14223 STREAMLINE	18.94	PRICE CHANGE ADJUSTMENT
17424	05/06/2026	05/06/2026	14223 STREAMLINE	397.64	MAY
17392	04/30/2026	04/30/2026	13430 TRUSTEED PLANS SERVICE CORPORATION, Acct number	26,018.99	MAY
17416	04/30/2026	04/30/2026	13754 WASH. ST. COUNCIL OF FIRE FIREFIGHTERS	525.00	MAY
17390	04/30/2026	04/30/2026	13805 WASHINGTON TRUST CC	578.97	MAY
17436	05/06/2026	05/06/2026	13805 WASHINGTON TRUST CC	54.10	APRIL
17395	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	591.26	Stucky- mjsc, POSTAGE, L AND R AND FORAGE SISTERS
17396	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	832.24	FOOD, POSTAGE, FAC SUPPLIES,
17397	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	39.32	STATIONS SUPPLIES
17398	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	249.30	BOAT PARTS
17399	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	460.75	HORST
17400	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	264.56	CHAVEZ- FOOD, WET VAC
17401	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	61.72	MEALS, ADOBE, HOMEDEPOT
17402	04/30/2026	04/30/2026	13615 WASHINGTON TRUST CC REG	238.04	MAY
17442	05/06/2026	05/06/2026	13615 WASHINGTON TRUST CC REG	39.41	Employee Evaluation
17444	05/06/2026	05/06/2026	13615 WASHINGTON TRUST CC REG	1,040.02	FOOD, TRAINING BLADES
17449	05/07/2026	05/07/2026	13615 WASHINGTON TRUST CC REG	50.20	Fire Sci vol rec
17443	05/06/2026	05/06/2026	13809 WAVE TREK RESCUE	7,892.50	BOAT RESCUE
17389	04/30/2026	04/30/2026	14534 WEZENEBERG, JAKE	482.38	WEZENBERG BOOT REIMB
Report Total:				68,332.27	

This report has been reviewed by:

Signature & Title

Date

REMARKS:

# ACCOUNTS PAYABLE

Grant County Fire District #3

FIRE

As Of: 06/29/2026

Time: 12:03:01 Date: 05/07/2026

Page: 1

Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
	17378	04/30/2026	04/30/2026	10070	108.28	CLEANER AND POLISH, WATER SOFTNER PELLET
	17298	04/02/2026	04/02/2026	10153	-5,107.93	CREDIT RETURN OF BROKEN TV
	17338	04/02/2026	04/02/2026	10153	1,673.52	OFFICE SUPPLIES, SHOP SUPPLIES FAC SUPPLIES,
	17433	05/06/2026	05/06/2026	10153	-90.78	Return
	17434	05/06/2026	05/06/2026	10153	4,721.96	Smart board, ignition keys, step down converter , on board battery charger, converter, door stop, lights running boards, caster wheels, computer keyboard and mouse
	17379	04/30/2026	04/30/2026	10283	2,525.19	PADDLE SEAT VALVE, REPLACE RIGHT SIDE STEERING BOX SPEED SENSOR
	17428	05/06/2026	05/06/2026	CHSPS	5,167.54	FUEL APRIL
	17384	04/30/2026	04/30/2026	10647	217.69	COVERALLS
	17435	05/06/2026	05/06/2026	10847	401.89	APRIL
	17432	05/06/2026	05/06/2026	10716	215.00	QUINCY CHAMBER RELOCATION MAG
	17383	04/30/2026	04/30/2026	10696	3,216.68	TIRES FO RF550
	17450	05/07/2026	05/07/2026	10862	95.43	Badge
	17409	04/30/2026	04/30/2026	14283	101.40	BOILER INSP
	17417	05/01/2026	05/01/2026	11018	256.76	Pay Cycle(s) 05/01/2026 To 05/01/2026 - PERS
	17452	05/15/2026	05/15/2026	11018	256.76	Pay Cycle(s) 05/15/2026 To 05/15/2026 - PERS
	17418	05/01/2026	05/01/2026	11016	1,978.33	Pay Cycle(s) 05/01/2026 To 05/01/2026 - LEOFF
	17453	05/15/2026	05/15/2026	11016	1,943.34	Pay Cycle(s) 05/15/2026 To 05/15/2026 - LEOFF
	17351	05/03/2026	05/12/2026	11015	1,325.00	May 2026
	17380	04/30/2026	04/30/2026	11176	14.54	DEF CHS
	17394	04/30/2026	04/30/2026	11176	57.79	Food
	17420	05/06/2026	05/06/2026	14617	68.77	BoAT 37 AND 3522
	17404	04/30/2026	04/30/2026	11366	1,598.03	MAY
	17437	05/06/2026	05/06/2026	14648	679.14	GENIE MAINTANCE
	17446	05/06/2026	05/06/2026	11879	57.53	HAVIS EQUIPMENT BRACKET
	17406	04/30/2026	04/30/2026	11996	761.75	MAY
	17387	04/30/2026	04/30/2026	14740	192.36	BATTERIES FOR SCBA
	17427	05/06/2026	05/06/2026	14740	426.01	UNIFORMS BARRETT AND MARSHALL
	17447	05/07/2026	05/07/2026	14740	914.99	Spotter packs
	17445	05/06/2026	05/06/2026	12282	72.96	ANGLE IRON
	17407	04/30/2026	04/30/2026	12100	1,307.58	MAY
	17388	04/30/2026	04/30/2026	14084	358.82	WASHER NOZZLE AND FILTERS
	17439	05/06/2026	05/06/2026	14084	31.79	GLOVES
	17451	05/07/2026	05/07/2026	14084	17.11	FILTERS
	17454	05/07/2026	05/07/2026	14084	28.20	SOLDER PELLETS AND BATTERY CONNECTORS
	17375	04/30/2026	04/30/2026	12491	800.00	May 2026
	17426	05/06/2026	05/06/2026	12567	55.60	TANK RENTAL

**TREASURER'S REPORT**  
**Fund Totals**

Grant County Fire District #3

03/01/2026 To: 03/31/2026  
Time: 06:33:01 Date: 04/15/2026  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,136,562.47	246,770.35	272,232.57	2,111,100.25	0.00	0.00	0.00	2,111,100.25
018 EMS Fund	371,634.57	46,527.78	47,662.33	370,500.02	0.00	0.00	0.00	370,500.02
201 Bond Fund	188.27	-10,232.73		-10,044.46	0.00	0.00	0.00	-10,044.46
302 Reserve Fund	2,046,437.11	6,224.88		2,052,661.99	0.00	0.00	0.00	2,052,661.99
	<b>4,554,822.42</b>	<b>289,290.28</b>	<b>319,894.90</b>	<b>4,524,217.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,524,217.80</b>

# TREASURER'S REPORT

## Account Totals

Grant County Fire District #3

03/01/2026 To: 03/31/2026

Time: 06:33:01 Date: 04/15/2026  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund	2,133,512.47	246,770.35	272,232.57	2,108,050.25	0.00	0.00	2,108,050.25
2 Advanced Travel	3,050.00	0.00	0.00	3,050.00	0.00	0.00	3,050.00
18 EMS Fund	371,634.57	46,527.78	47,662.33	370,500.02	0.00	0.00	370,500.02
201 Bond Fund	188.27	-10,232.73	0.00	-10,044.46	0.00	0.00	-10,044.46
302 Reserve Fund	2,046,437.11	6,224.88	0.00	2,052,661.99	0.00	0.00	2,052,661.99
<b>Total Cash:</b>	<b>4,554,822.42</b>	<b>289,290.28</b>	<b>319,894.90</b>	<b>4,524,217.80</b>	<b>0.00</b>	<b>0.00</b>	<b>4,524,217.80</b>

**4,554,822.42      289,290.28      319,894.90      4,524,217.80      0.00      0.00      4,524,217.80**

*Feb ems - not completed - County has to write of some ems  
 EMS AP'S posted to fire 56,491.68 - lost check - void posted  
 to EMS - amount posted to fire - 518 ems 48,609.02 - amount  
 transfered for EMS - has not been completed. 1101.10 - march.*

*March - deposits for ems - posted to fire  
 9165.00 + 3500.00 = 4465*

*ems  
 401,474.20  
 - 56,491.68 - Feb  
 -----  
 344,982.61  
 - 48,609 - Feb  
 -----  
 344,938.92  
 + 1101.10 - march  
 -----  
 366,035.02  
 + 4465.00 - march  
 -----  
 370,500.02*

*County #  
 General  
 21055,974.86  
 + 56,491.68 - Feb  
 -----  
 21121,100.56  
 + 48,609 - Feb  
 -----  
 2118,315.85  
 - 4465.00 - march  
 -----  
 2108,050.85*

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

03/01/2026 To: 03/31/2026

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: April Steyer 4/14/26 Signed: Yelena Nikolov 4/15/26  
Finance Officer/ Dist. Sec. / Date Reviewer/ Date



# 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. 26-05-01

### 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, **May 13, 2026**, the following Commissioners being present and voting:

**Resolution No. 26-05-01 hereby approved on this 13<sup>th</sup> day of May 2026.**

**For Grant County Fire District #3**

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

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

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

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



# 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. 26-05-01

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

#### NEW:

None

#### REVISED:

4.1.30	Job Description – Lieutenant Career
5.2.05	Training Request, Compensation & Travel
5.3.09	Participation 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: 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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3. 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.

**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 ~~Fire-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 shall ensure 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 ~~Fire-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. ~~Scheduling:~~

- 1) ~~Assist with the publishing of the District training calendar on a quarterly basis.~~
- 2) ~~Seek input from Fire District officers on training needs.~~
- 3) ~~Assist the District Fire Chief or designee in the planning, development and implementation of the Districts training program. Project the vision, mission, goals and objective of the Fire District. Assist in the planning for future resources including personnel and equipment.~~

b. ~~Standard Evolutions:~~

- 1) ~~Assist with the development of written standard evolutions with input from officers.~~
- 2) ~~Assist with establishing written performance standards for all evolutions.~~
- 3) ~~Evaluate all standards at least once each year.~~

e. ~~Records: Maintain and up to date training records system.~~

d. ~~Instruction: Provide instruction for all training administered in house, this can be done personally or with other qualified instructors.~~

e. ~~Provide Lesson Plans:~~

- 1) ~~Assure completeness, accuracy and correctness of all lesson plans.~~
- 2) ~~Develop necessary lesson plans tailored to the needs of Grant County Fire District 3.~~

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. ~~Shall assist the Assistant Chief or designee with:~~

- 1) ~~Code Administration: Fire and Life Safety Inspections~~
- 2) ~~Public Education: Fire Prevention and Public Education Activities~~
- 3) ~~Post Fire Investigation: Investigation of fires to determine origin, cause and circumstances~~

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 accept and work on special or short term projects or assignments as agreed upon with the District Fire Chief or designee.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

- b. Shall assist the Assistant Chief of Operations/Training in coordination and follow-through of daily operations and assignments.
- c. Shall provide support to the Assistant Chief of Prevention/Public Education as directed.
- d. Shall maintain awareness of daily activities and organizational priorities.
- e. Shall assist in ensuring assignments are communicated, tracked, and completed.
- f. Shall follow up on tasks, identify delays, and communicate status updates.
- g. Shall coordinate accountability through proper supervisory channels.
- h. 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 ~~Fire~~ Chief of Operations/Training fully advised of ~~the status of~~ all functions and activities of the Fire District.
- 11. ~~Shall~~ **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.
- 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

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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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 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

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- 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.
- 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.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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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 Fire Chief. 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 Fire Chief shall ensure 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 Fire Chief in 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 from a positive public image.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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5. Training:
  - a. Scheduling:
    - 1) Assist with the publishing of the District training calendar on a quarterly basis.
    - 2) Seek input from Fire District officers on training needs.
    - 3) Assist the District Fire Chief or designee in the planning, development and implementation of the Districts training program. Project the vision, mission, goals and objective of the Fire District. Assist in the planning for future resources including personnel and equipment.
  - b. Standard Evolutions:
    - 1) Assist with the development of written standard evolutions with input from officers.
    - 2) Assist with establishing written performance standards for all evolutions.
    - 3) Evaluate all standards at least once each year.
  - c. Records: Maintain and up-to-date training records system.
  - d. Instruction: Provide instruction for all training administered in house, this can be done personally or with other qualified instructors.
  - e. Provide Lesson Plans:
    - 1) Assure completeness, accuracy and correctness of all lesson plans.
    - 2) Develop necessary lesson plans tailored to the needs of Grant County Fire District 3.
6. Fire Prevention:
  - a. Shall assist the Assistant Chief or designee with:
    - 1) Code Administration: Fire and Life Safety Inspections
    - 2) Public Education: Fire Prevention and Public Education Activities
    - 3) Post Fire Investigation: Investigation of fires to determine origin, cause and circumstances
7. Shall accept and work on special or short-term projects or assignments as agreed upon with the District Fire Chief or designee.
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 Fire Chief fully advised of the status of all functions and activities of the Fire District.
11. Shall 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.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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### 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.
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.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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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 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

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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- 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.
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: 5.2.05
2. SUBJECT: Training Request, Compensation, and Travel
3. POLICY: It is the Policy of the District to support, authorize, and appropriately compensate personnel for training activities. This Policy and Procedure establishes the process for requesting training and defines compensation, travel time, and reimbursement in accordance with applicable laws and District policies.
4. SCOPE: This Policy and Procedure is applicable to all personnel 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 Assistant Chief of Operations & Training is responsible for ensuring that all personnel comply with this Policy and Procedure.
  - C. All personnel are responsible for complying with this Policy and Procedure
6. PROCEDURE:
  - A. Training Request Process
    1. Personnel requesting to attend training outside of the District shall submit the following documentation to the Assistant Chief of Operations & Training:
      - a. A completed Training Request Form
      - b. A copy of the class announcement or course description
      - c. A Per Diem Request Form, if reimbursement for meals is requested
      - d. A Drill Sheet specific to the class being attended
    2. The Assistant Chief of Operations & Training shall review submitted materials to determine eligibility, relevance to District operational needs, and completeness of documentation.
    3. The Assistant Chief of Operations & Training shall forward the request to the District Fire Chief for final consideration.
    4. Following approval, the Administrative Assistant shall:
      - a. Register personnel for the approved training
      - b. Make lodging arrangements, if applicable
      - c. Arrange for credit card or per diem compensation per Policy

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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### *5.2.04 Travel, Reimbursement and Per Diem/Compensation*

5. Upon completion of training, personnel shall provide proof of attendance or completion to the Assistant Chief of Operations & Training.
  6. The District reserves the right to deny training requests that are not aligned with operational needs, budgetary constraints, or training priorities.
- B. **Training Compensation**
1. Employees and Volunteers **participating** in training during regularly scheduled work hours shall be **compensated** (or earn training points) for such training time.
  2. Employees and Volunteers **participating in Required Training** shall be **compensated** (or earn training points) regardless of **when the training occurs**.
  3. Employees **participating** in non-required training outside of regularly scheduled work hours shall not be **compensated unless approved by the District Fire Chief or designee**.
  4. With advance approval, the following may be provided for non-required training:
    - a. Training points for Volunteers as established by District policy.
    - b. Compensation or reimbursement as defined in collective bargaining agreements or other District policies.
- C. **Travel Time**
1. Employees required to travel to Required Training shall be **compensated** for all travel **time** to and from **the** training.
  2. Employees **traveling** to non-required training shall not be **compensated** for travel time.
- D. **Training-Related Expenses**
1. All training-related travel, meals, lodging, mileage, and other expenses shall be authorized and reimbursed in accordance with *Policy 5.2.04 Travel, Reimbursement and Per Diem/Compensation*.
  2. All reimbursement requests must comply with the documentation and submission requirements outlined in *Policy 5.2.04 Travel, Reimbursement and Per Diem/Compensation*.
  3. Other expenses may be reimbursed **on a case-by-case basis with prior approval**.
  4. All reimbursement **requests** must **include itemized** receipts.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.2.05
2. SUBJECT: ~~Training Request, Compensation, and Travel~~ **Training Compensation and Expenses/Travel Time**
3. POLICY: 

It is the Policy of the District to support, authorize, and appropriately compensate personnel for training activities. This Policy and Procedure establishes the process for requesting training and defines compensation, travel time, and reimbursement in accordance with applicable laws and District policies.

~~It is the Policy of the District to recognize and compensate for training in accordance with this Policy and Procedure and in accordance with the Fair Labor Standards Act and the Washington State Minimum Wage Act.~~
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is ~~followed~~ **adhered to**.
  - B. The ~~Training Officer~~ **Assistant Chief of Operations & Training** is responsible for ensuring that all personnel comply with this Policy and Procedure.
  - C. All personnel are responsible **for complying with** ~~understanding and following~~ this Policy and Procedure
6. PROCEDURE:
  - A. **Training Request Process**
    1. Personnel requesting to attend training outside of the District shall submit the following documentation to the Assistant Chief of Operations & Training:
      - a. A completed Training Request Form
      - b. A copy of the class announcement or course description
      - c. A Per Diem Request Form, if reimbursement for meals is requested
      - d. A Drill Sheet specific to the class being attended
    2. The Assistant Chief of Operations & Training shall review submitted materials to determine eligibility, relevance to District operational needs, and completeness of documentation.
    3. The Assistant Chief of Operations & Training shall forward the

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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4. request to the District Fire Chief for final consideration.  
Following approval, the Administrative Assistant shall:
    - a. Register personnel for the approved training
    - b. Make lodging arrangements, if applicable
    - c. Arrange for credit card or per diem compensation per *Policy 5.2.04 Travel, Reimbursement and Per Diem/Compensation*
  5. Upon completion of training, personnel shall provide proof of attendance or completion to the Assistant Chief of Operations & Training.
  6. The District reserves the right to deny training requests that are not aligned with operational needs, budgetary constraints, or training priorities.
- B. **Training Compensation**
1. Employees and Volunteers ~~that participate~~ **participating** in ~~or attend~~ training during regularly scheduled work hours shall be ~~paid~~ **compensated** (or earn training points) for such training time.
  2. Employees and Volunteers ~~that participate~~ **participating** in training required by the District or training that is required to maintain their current job ~~“Required Training,”~~ **in Required Training** shall be ~~paid~~ **compensated** (or earn training points) for ~~such training time~~ regardless of whether it occurs during regularly scheduled work hours **when the training occurs.**
  3. Employees ~~that participate~~ **participating** in ~~or attend~~ non-required training outside of regularly scheduled work hours shall not be ~~paid~~ **compensated** for such training time but, with the advance approval of the District Fire Chief, may receive the following: ~~unless approved by the District Fire Chief or designee.~~
  4. With advance approval, the following may be provided for non-required training:
    - a. ~~Volunteers may be awarded training points as established by District policy.~~ **Training points for Volunteers as established by District policy.**
    - b. **Compensation or reimbursement as defined in collective bargaining agreements or other District policies.** ~~As agreed in a collective bargaining agreement or as set forth elsewhere in these policies and procedures.~~
- C. **Travel Time**
1. Employees required to travel to Required Training shall be ~~paid~~ **compensated** for all ~~hours of travel time~~ **to and from Required the training.**
  2. Employees ~~required to travel~~ **traveling** to non-required training shall not be ~~paid~~ **compensated** for such travel time.
- D. **Training-Related Expenses**
1. All training-related travel, meals, lodging, mileage, and other expenses

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- shall be authorized and reimbursed in accordance with *Policy 5.2.04 Travel, Reimbursement and Per Diem/Compensation*
2. All reimbursement requests must comply with the documentation and submission requirements outlined in Policy 5.2.04.
  3. The District may provide or reimburse registration and tuition costs subject to approval.
  4. All ~~requests for reimbursement~~ **requests** must be accompanied by **include itemized** receipts ~~itemizing the actual cost incurred~~.
  5. Other expenses ~~that may be reimbursed will be handled~~ **on a case-by-case basis with prior approval**.

Remove this...

6. ~~The District may provide or reimburse the following, subject to approval:~~
  - a. ~~Transportation may be provided by the District, or if personal transportation is used, reimbursement may be given at the current mileage rate for one vehicle. (District vehicle or mileage reimbursement at the current rate for approved vehicle)~~
  - b. ~~District reimbursement for Meals and lodging (When required to attend out of District training consistent with the District Travel Policy.)~~
  - c. ~~Registration and tuition costs.~~
- 7.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.2.05
2. SUBJECT: *Training Compensation and Expenses/Travel Time*
3. POLICY: It is the Policy of the District to recognize and compensate for training in accordance with this Policy and Procedure and in accordance with the Fair Labor Standards Act and the Washington State Minimum Wage Act.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.
  - B. The Training Officer is responsible for ensuring that all personnel comply with this Policy and Procedure.
  - C. All personnel are responsible understanding and following this Policy and Procedure
6. PROCEDURE:
  - A. Employees and Volunteers that participate in or attend training during regularly scheduled work hours shall be paid (or earn training points) for such training time.
  - B. Employees and Volunteers that participate in training required by the District or training that is required to maintain their current job "Required Training," shall be paid (or earn training points) for such training time regardless of whether it occurs during regularly scheduled work hours.
  - C. Employees that participate in or attend non-required training outside of regularly scheduled work hours shall not be paid for such training time but, with the advance approval of the District Fire Chief, may receive the following:
    1. Volunteers may be awarded training points as established by District policy.
    2. Transportation may be provided by the District, or if personal transportation is used, reimbursement may be given at the current mileage rate for one vehicle.
    3. District reimbursement for meals and lodging when required to attend out of District training consistent with the District Travel Policy.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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4. Registration and tuition costs.
  5. As agreed in a collective bargaining agreement or as set forth elsewhere in these policies and procedures.
  6. Employees required to travel to Required Training shall be paid for all hours of travel to and from Required Training.
  7. Employees required to travel to non-required training shall not be paid for such travel time.
  8. Other expenses that may be reimbursed will be handled case by case.
- D. All requests for reimbursement must be accompanied by receipts itemizing the actual cost incurred.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.09
2. SUBJECT: *Participation Standards*
3. POLICY: Participation standards are essential to the effective and efficient management of the District business. This Policy and Procedure establishes minimum acceptable Participation Standards that outline Grant County Fire District 3's expectations of all of its personnel.
4. SCOPE: This Policy and Procedure is applicable to all volunteer personnel of the District.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of the District is responsible for:
    1. Verification of personnel participation.
    2. Presentation of necessary reports to the Board of Commissioners.
  - B. Assistant Chief is responsible for:
    1. Compilation and certification of individual participation records.
    2. The coordination and delivery of reports to the District Fire Chief on participation.
6. PROCEDURE:
  - A. To provide quality time for all personnel attending Fire District functions, these functions shall start and finish on schedule. Functions shall be preplanned and organized prior to the arrival of District personnel.
  - B. A radio announcement may be made (provided Dispatch is not busy) stating the time and type of drill or meeting. This should be done 60 minutes prior to the meeting.
  - C. Sign-In attendance sheets shall be circulated at the beginning of each training, maintenance, staff, officer and special called meetings. It is the responsibility of each individual to sign in at each of the training, maintenance, staff, officer or special called meetings.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- D. To remain a member in good standing, personnel must meet all training requirements as outlined in Letter H of this section, and meet one (1) of the following participation standards per quarter:
- Respond to the minimum percentage of emergencies at their assigned station, as defined in their job classification:
    - Firefighters: 10%
    - Lieutenants: 15%
    - Captains: 20%
    - Station Chiefs: 25%
  - Work a minimum of four (4) 12-hour per diem shifts per quarter

Failure to meet the above standards in any given quarter will result in notification from the Participation Committee. Upon notification, the member will be considered not in good standing until a subsequent quarterly participation review confirms compliance with the required standards.

- E. Attendance records shall be posted on a quarterly basis. Personnel not meeting established requirements shall be notified by mail of their status of not being in good standing.
- F. Personnel not meeting established attendance requirements by the end of March, June, September or December for the year in question shall be subject to disciplinary action or termination.
1. If a volunteer is terminated, she/he will not be eligible to return for one year.
  2. As an alternative to termination the volunteer will review Policy and Procedure 5.3.09 and 9.2.01. After review of the policies, she/he may sign a letter requesting permission to continue as a volunteer. (See attached letters).
  3. If the volunteer resigns, she/he will not be eligible to return for one year. If the resignation is due to work, moving, education, illness or family circumstances beyond their control it may be at the discretion of the Commissioners to allow them to return at an earlier time.
- G. Evening sessions normally begin at 1900 hours. Personnel must attend a minimum of 6 hours of regularly scheduled training each quarter to remain in good standing.
- H. Personnel should attend a minimum of 4 hours of District training per month. Two (2) hours of which must be regularly scheduled district training. Two (2) hours may come from approved other station drills, OTEP drills, private drill, or other outside training.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- I. Personnel unable to attend the minimum required training shall notify the Main Station prior to the scheduled training. A determination if the excuse is acceptable shall state this information at the time of the notification.
- J. Acceptable excuses for not attending regularly scheduled training are as listed:
  - 1. Working, normal schedule or overtime
  - 2. Injured or illness
  - 3. Out of town
  - 4. Attendance at a school function (personal or family)
  - 5. Attending approved training
  - 6. Death in family
  - 7. Other, based on District Fire Chief's discretion
- K. Personnel should attend all meetings and training.
- L. All Fire District Officers/Instructors shall attend Officers/ Instructors meetings. If unable to attend must notify Main Station. (See 6 H. & I. above)
- M. During the year the Fire District will respond to an unknown number of incidents. The response of District personnel to all incidents when available is imperative. From time to time personnel either are unavailable or unable to respond and this is understood by the Fire District. District personnel shall respond to all incidents within the Fire District to which their station has been dispatched except:
  - 1. When working out of the Fire District.
  - 2. When injured or ill.
  - 3. When on leave of absence from the District.
  - 4. When your response from a location out of the District to the incident would not be in the best interest of the Fire District.
  - 5. While under the influence of intoxicants.
  - 6. When placed out of service by the District Fire Chief due to extended service of prior incidents.
  - 7. If placed on leave or light duty from normal job.
  - 8. When unavailable due to job commitment.
- N. Minimum call response at assigned stations.
  - 1. Firefighter: 10% responses each quarter
  - 2. Lieutenant: 15% responses each quarter
  - 3. Captain: 20% responses each quarter
  - 4. Station Chief: 25% each quarter

See Appendix 05\_03\_09

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.09
2. SUBJECT: *Participation Standards*
3. POLICY: Participation standards are essential to the effective and efficient management of the District business. This Policy and Procedure establishes minimum acceptable Participation Standards that outline Grant County Fire District 3's expectations of all of its personnel.
4. SCOPE: This Policy and Procedure is applicable to all volunteer personnel of the District.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of the District is responsible for:
    1. Verification of personnel participation.
    2. Presentation of necessary reports to the Board of Commissioners.
  - B. Assistant Chief is responsible for:
    1. Compilation and certification of individual participation records.
    2. The coordination and delivery of reports to the District Fire Chief on participation.
6. PROCEDURE:
  - A. To provide quality time for all personnel attending Fire District functions, these functions shall start and finish on schedule. Functions shall be preplanned and organized prior to the arrival of District personnel.
  - B. A radio announcement may be made (provided Dispatch is not busy) stating the time and type of drill or meeting. This should be done 60 minutes prior to the meeting.
  - C. Sign-In attendance sheets shall be circulated at the beginning of each training, maintenance, staff, officer and special called meetings. It is the responsibility of each individual to sign in at each of the training, maintenance, staff, officer or special called meetings.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- D. ~~In order to remain a member in good standing, personnel must adhere to the training requirements as outlined in letter H of this section, and respond to minimum percentage of emergencies at their assigned station as outlined in their appropriate job descriptions (10% firefighters, 15% Lieutenants, 20% Captains and 25% Station Chief) a member fails to meet these standards for any quarter and is sent a letter from the participation committee indicating this, he/she will be considered not to be in good standing until a quarterly participation review indicates activity has resumed to said standards.~~

To remain a member in good standing, personnel must meet all training requirements as outlined in Letter H of this section, and meet one (1) of the following participation standards per quarter:

- Respond to the minimum percentage of emergencies at their assigned station, as defined in their job classification:
  - Firefighters: 10%
  - Lieutenants: 15%
  - Captains: 20%
  - Station Chiefs: 25%
- Work a minimum of four (4) 12-hour per diem shifts per quarter

Failure to meet the above standards in any given quarter will result in notification from the Participation Committee. Upon notification, the member will be considered **not in good standing** until a subsequent quarterly participation review confirms compliance with the required standards.

- E. Attendance records shall be posted on a quarterly basis. Personnel not meeting established requirements shall be notified by mail of their status of not being in good standing.
- F. Personnel not meeting established attendance requirements by the end of March, June, September or December for the year in question shall be subject to disciplinary action or termination.
1. If a volunteer is terminated, she/he will not be eligible to return for one year.
  2. As an alternative to termination the volunteer will review Policy and Procedure 5.3.09 and 9.2.01. After review of the policies, she/he may sign a letter requesting permission to continue as a volunteer. (See attached letters).
  3. If the volunteer resigns, she/he will not be eligible to return for one year. If the resignation is due to work, moving, education, illness or family circumstances beyond their control it may be at the discretion of the Commissioners to allow them to return at an earlier time.

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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- G. Evening sessions normally begin at 1900 hours. Personnel must attend a minimum of 6 hours of regularly scheduled training each quarter to remain in good standing.
- H. Personnel should attend a minimum of 4 hours of District training per month. Two (2) hours of which must be regularly scheduled district training. Two (2) hours may come from approved other station drills, OTEP drills, private drill, or other outside training.
- I. Personnel unable to attend the minimum required training shall notify the Main Station prior to the scheduled training. A determination if the excuse is acceptable shall state this information at the time of the notification.
- J. Acceptable excuses for not attending regularly scheduled training are as listed:
  - 1. Working, normal schedule or overtime
  - 2. Injured or illness
  - 3. Out of town
  - 4. Attendance at a school function (personal or family)
  - 5. Attending approved training
  - 6. Death in family
  - 7. Other, based on District Fire Chief's discretion
- K. Personnel should attend all meetings and training.
- L. All Fire District Officers/Instructors shall attend Officers/ Instructors meetings. If unable to attend must notify Main Station. (See 6 H. & I. above)
- M. During the year the Fire District will respond to an unknown number of incidents. The response of District personnel to all incidents when available is imperative. From time to time personnel either are unavailable or unable to respond and this is understood by the Fire District. District personnel shall respond to all incidents within the Fire District to which their station has been dispatched except:
  - 1. When working out of the Fire District.
  - 2. When injured or ill.
  - 3. When on leave of absence from the District.
  - 4. When your response from a location out of the District to the incident would not be in the best interest of the Fire District.
  - 5. While under the influence of intoxicants.
  - 6. When placed out of service by the District Fire Chief due to extended service of prior incidents.
  - 7. If placed on leave or light duty from normal job.
  - 8. When unavailable due to job commitment.

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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- N. Minimum call response at assigned stations.
  - 1. Firefighter: 10% responses each quarter
  - 2. Lieutenant: 15% responses each quarter
  - 3. Captain: 20% responses each quarter
  - 4. Station Chief: 25% each quarter

See Appendix 05\_03\_09

**Grant County Fire Protection District No. 3**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2025**

		<b>Total for All Funds (Memo Only)</b>	<b>001 General Fund</b>	<b>101 Special Fund</b>	<b>201 Bond Fund</b>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	3,597,119	1,628,955	601,651	5,889
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	3,299,016	2,725,285	590,648	(16,917)
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	694,885	684,503	10,382	-
340	Charges for Goods and Services	944,581	856,755	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	195,706	135,925	13,085	59
Total Revenues:		<u>5,134,187</u>	<u>4,402,468</u>	<u>614,114</u>	<u>(16,858)</u>
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	3,007,843	2,181,065	758,594	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		<u>3,007,843</u>	<u>2,181,065</u>	<u>758,594</u>	<u>-</u>
Excess (Deficiency) Revenues over Expenditures:		<u>2,126,345</u>	<u>2,221,403</u>	<u>(144,479)</u>	<u>(16,858)</u>
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	1,012,375	-	-	11,099
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	240,317	240,317	-	-
Total Other Increases in Fund Resources:		<u>1,252,692</u>	<u>240,317</u>	<u>-</u>	<u>11,099</u>
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	1,304,365	1,304,365	-	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	1,012,375	611,099	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		<u>2,316,740</u>	<u>1,915,464</u>	<u>-</u>	<u>-</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b><u>1,062,297</u></b>	<b><u>546,256</u></b>	<b><u>(144,479)</u></b>	<b><u>(5,759)</u></b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	457,302	-	457,171	131
50841	Committed	-	-	-	-
50851	Assigned	2,026,903	-	-	-
50891	Unassigned	2,175,211	2,175,211	-	-
<b>Total Ending Cash and Investments</b>		<b><u>4,659,415</u></b>	<b><u>2,175,211</u></b>	<b><u>457,171</u></b>	<b><u>131</u></b>

*The accompanying notes are an integral part of this statement.*

**Grant County Fire Protection District No. 3**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2025**

		<b>301</b>		<b>302 Reserve</b>
		<b>Construction</b>		<b>Fund</b>
		<b>Fund</b>		<b>Fund</b>
<b>Beginning Cash and Investments</b>				
308	Beginning Cash and Investments	459,786		900,838
388 / 588	Net Adjustments	-		-
<b>Revenues</b>				
310	Taxes	-		-
320	Licenses and Permits	-		-
330	Intergovernmental Revenues	-		-
340	Charges for Goods and Services	-		87,826
350	Fines and Penalties	-		-
360	Miscellaneous Revenues	9,673		36,964
	<b>Total Revenues:</b>	<b>9,673</b>		<b>124,790</b>
<b>Expenditures</b>				
510	General Government	-		-
520	Public Safety	68,183		-
530	Utilities	-		-
540	Transportation	-		-
550	Natural/Economic Environment	-		-
560	Social Services	-		-
570	Culture and Recreation	-		-
	<b>Total Expenditures:</b>	<b>68,183</b>		<b>-</b>
	<b>Excess (Deficiency) Revenues over Expenditures:</b>	<b>(58,510)</b>		<b>124,790</b>
<b>Other Increases in Fund Resources</b>				
391-393, 596	Debt Proceeds	-		-
397	Transfers-In	-		1,001,276
385	Special or Extraordinary Items	-		-
381, 382, 389, 395, 398	Other Resources	-		-
	<b>Total Other Increases in Fund Resources:</b>	<b>-</b>		<b>1,001,276</b>
<b>Other Decreases in Fund Resources</b>				
594-595	Capital Expenditures	-		-
591-593, 599	Debt Service	-		-
597	Transfers-Out	401,276		-
585	Special or Extraordinary Items	-		-
581, 582, 589	Other Uses	-		-
	<b>Total Other Decreases in Fund Resources:</b>	<b>401,276</b>		<b>-</b>
	<b>Increase (Decrease) in Cash and Investments:</b>	<b>(459,786)</b>		<b>1,126,066</b>
<b>Ending Cash and Investments</b>				
50821	Nonspendable	-		-
50831	Restricted	-		-
50841	Committed	-		-
50851	Assigned	-		2,026,903
50891	Unassigned	-		-
	<b>Total Ending Cash and Investments</b>	<b>-</b>		<b>2,026,903</b>

*The accompanying notes are an integral part of this statement.*

# Grant County Fire Protection District No. 3

Schedule 01

For the year ended December 31, 2025

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$1,628,955
1089	001	General Fund	3111000	Property Tax	\$2,721,759
1089	001	General Fund	3111000	Property Tax	\$3,526
1089	001	General Fund	3319701	Federal Direct Award from Department of Homeland Security	\$552,381
1089	001	General Fund	3340230	State Award from Department Natural Resources	\$15,300
1089	001	General Fund	3340230	State Award from Department Natural Resources	\$4,000
1089	001	General Fund	3340230	State Award from Department Natural Resources	\$24,865
1089	001	General Fund	3340230	State Award from Department Natural Resources	\$23,500
1089	001	General Fund	3340230	State Award from Department Natural Resources	\$20,000
1089	001	General Fund	3372000	Local Awards, Entitlements, Tribal Government Distributions, and Other Payments	\$44,457
1089	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$41,092
1089	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$706,425
1089	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$55,680
1089	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$43,558
1089	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$10,000

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	001	General Fund	3611100	Investment Earnings	\$50,303
1089	001	General Fund	3625000	Rents and Leases	\$750
1089	001	General Fund	3672000	Contributions and Donations from Nongovernmental Sources	\$56,000
1089	001	General Fund	3699100	Miscellaneous Other Operating	\$8,748
1089	001	General Fund	3699100	Miscellaneous Other Operating	\$20,124
1089	101	Special Fund	3083100	Restricted Cash and Investments - Beginning	\$601,651
1089	101	Special Fund	3111000	Property Tax	\$589,886
1089	101	Special Fund	3111000	Property Tax	\$762
1089	101	Special Fund	3340490	State Award from Department of Health	\$778
1089	101	Special Fund	3372000	Local Awards, Entitlements, Tribal Government Distributions, and Other Payments	\$9,604
1089	101	Special Fund	3611100	Investment Earnings	\$11,847
1089	101	Special Fund	3699100	Miscellaneous Other Operating	\$1,238
1089	201	Bond Fund	3083100	Restricted Cash and Investments - Beginning	\$5,889
1089	201	Bond Fund	3111000	Property Tax	(\$16,917)
1089	201	Bond Fund	3611100	Investment Earnings	\$59
1089	301	Construction Fund	3085100	Assigned Cash and Investments - Beginning	\$459,786
1089	301	Construction Fund	3611100	Investment Earnings	\$9,673
1089	302	Reserve Fund	3085100	Assigned Cash and Investments - Beginning	\$900,838
1089	302	Reserve Fund	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$18
1089	302	Reserve Fund	3422100	Fire Protection and Emergency Medical Services	\$11,256
1089	302	Reserve Fund	3424000	Protective Inspection Services	\$76,552
1089	302	Reserve Fund	3611100	Investment Earnings	\$36,964

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$6,923
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$69,170
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$119,437
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$146,792
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$35,223
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$40,846
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$5,708
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$46,646
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$1,659
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$292,575
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$96,282
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$111,965
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$8,179
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$7,986
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$41,080

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$60,933
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$1,800
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$38,042
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$38,371
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$287,179
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$41,247
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$19,414
1089	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$7,130
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$7,766
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$34,781
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$25,250
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$31,729
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$25,027
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$5,479
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$2,294

<b>MCAG</b>	<b>Fund #</b>	<b>Fund Name</b>	<b>BARS Account</b>	<b>BARS Name</b>	<b>Amount</b>
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$15,125
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$28,713
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$9,646
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$2,851
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$2,921
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$14,324
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$8,981
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$5,196
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$31,428
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$21,197
1089	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$1,136
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$12,249
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$14,984
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$5,134
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$14,771

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$2,449
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$3,754
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$5,114
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$1,188
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$101,660
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$5,993
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$22,070
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$41,259
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$38,415
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$646
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$30,781
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$3,442
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$23,733
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$39,092
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$1,690

<b>MCA#</b>	<b>Fund #</b>	<b>Fund Name</b>	<b>BARS Account</b>	<b>BARS Name</b>	<b>Amount</b>
1089	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$11,407
1089	001	General Fund	5225040	Facilities	\$2,808
1089	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$2,175,211
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$24,847
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$37,540
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$53,743
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$12,990
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$19,157
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$15,546
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$91,791
1089	101	Special Fund	5222010	Fire Suppression and Emergency Medical Services	\$25,000
1089	101	Special Fund	5222020	Fire Suppression and Emergency Medical Services	\$18,057
1089	101	Special Fund	5222020	Fire Suppression and Emergency Medical Services	\$11,154
1089	101	Special Fund	5222020	Fire Suppression and Emergency Medical Services	\$53,002
1089	101	Special Fund	5222020	Fire Suppression and Emergency Medical Services	\$10,002
1089	101	Special Fund	5222020	Fire Suppression and Emergency Medical Services	\$4,967

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	101	Special Fund	5222020	Fire Suppression and Emergency Medical Services	\$5,000
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$960
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$14,849
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$33
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$644
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$8,733
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$7,025
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$4,499
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$4,514
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$4,986
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$6,783
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$7,553
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$6,579
1089	101	Special Fund	5222030	Fire Suppression and Emergency Medical Services	\$342
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$39,714

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$5,991
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$290
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$990
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$163
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$352
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$3,159
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$7,396
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$10,616
1089	101	Special Fund	5222040	Fire Suppression and Emergency Medical Services	\$239,629
1089	101	Special Fund	5083100	Restricted Cash and Investments - Ending	\$457,171
1089	201	Bond Fund	5083100	Restricted Cash and Investments - Ending	\$131
1089	301	Construction Fund	5222040	Fire Suppression and Emergency Medical Services	\$66,538
1089	301	Construction Fund	5222040	Fire Suppression and Emergency Medical Services	\$1,646
1089	302	Reserve Fund	5085100	Assigned Cash and Investments - Ending	\$2,026,903
1089	001	General Fund	3951000	Proceeds from Sales of Capital Assets (Cash Basis Only)	\$7,342
1089	001	General Fund	3952000	Compensation for Loss/Impairment of Capital Assets (Cash Basis Only)	\$232,975

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	201	Bond Fund	3972200	Transfers-In	\$6,344
1089	201	Bond Fund	3972200	Transfers-In	\$2,197
1089	201	Bond Fund	3972200	Transfers-In	\$2,558
1089	302	Reserve Fund	3970000	Transfers-In	\$600,000
1089	302	Reserve Fund	3970000	Transfers-In	\$401,276
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$25,152
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$2,727
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$600,904
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$18,800
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$10,737
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$55,761
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$18,192
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$22,787
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$9,367
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$80,852

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$37,571
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$327,323
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$55,743
1089	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$38,451
1089	001	General Fund	5972200	Transfers-Out	\$600,000
1089	001	General Fund	5972200	Transfers-Out	\$6,344
1089	001	General Fund	5972200	Transfers-Out	\$2,197
1089	001	General Fund	5972200	Transfers-Out	\$2,558
1089	301	Construction Fund	5972200	Transfers-Out	\$401,276

**Grant County Fire Protection District No. 3**  
**Schedule of Liabilities**  
**For the Year Ended December 31, 2025**

ID. No.	Debt ID Title	Description	Beginning Balance	Additions	Reductions	Ending Balance
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
264.30	Pension Liabilities	Pension Liab	5,650	280	-	5,930
264.40	OPEB Liabilities	LEOFF 1 OPEB	1,028,182	-	62,832	965,350
259.12	Compensated Absences	LEAVE	102,633	29,799	-	132,432
<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>			<b>1,136,465</b>	<b>30,079</b>	<b>62,832</b>	<b>1,103,712</b>
<b>Total Liabilities:</b>			<b>1,136,465</b>	<b>30,079</b>	<b>62,832</b>	<b>1,103,712</b>

**Grant County Fire Protection District No. 3  
 Schedule of Expenditures of State Financial Assistance  
 For the Year Ended December 31, 2025**

State Agency Name	Program Title	Identification Number	Total
State Award from Department of Health	Pre Hospital Trauma Grant	2025	778
		<b>Sub-Total:</b>	<b>778</b>
State Award from Department Natural Resources	DNR FEPP OR FFP EQUIPMENT	2025EQU77	15,300
State Award from Department Natural Resources	FEPP or FFP Equipment	2025EQU111	23,500
State Award from Department Natural Resources	DNR 2025 SH1168 PPE COMMUNICATIONS	2025PPECOM55	24,865
State Award from Department Natural Resources	DNR FEPP FFP EQUIPMENT	2025 EQU136	20,000
State Award from Department Natural Resources	Phase 3 2026	Phase 3 Nozzle	5,000
		<b>Sub-Total:</b>	<b>88,665</b>
		<b>Total State Grants Expended:</b>	<b>89,443</b>

**Grant County Fire Protection District No. 3  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2025**

Federal Agency (Pass-Through Agency)	Federal Program	ALN Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF	Assistance to Firefighters Grant	97.044	2023	-	552,381	552,381	-	1,2,3
<b>Total Federal Awards Expended:</b>				<b>-</b>	<b>552,381</b>	<b>552,381</b>	<b>-</b>	

The accompanying notes are an integral part of this schedule.

Grant County Fire Dist. 3

Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2025

Disclose other notes only if applicable to the government circumstances.

Note 1 - Basis of Accounting

This Schedule is prepared on the same basis of accounting as the District's financial statements. The District uses cash basis.

Note 2 - Federal Indirect Cost Rate

The District has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 3 - Program Costs

The amounts shown as current year expenditure represent only the federal award portion of the program costs. Entire program costs, including the District's portion, are more than shown. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Grant County Fire Protection District No. 3**  
**Schedule 21 Questions 1-6 (unaudited)**  
**For Fiscal Year Ended: 2025**

Property and Liability Insurance	Health and Welfare Insurance	Unemployment Compensation Obligations	Workers Compensation Obligation
----------------------------------	------------------------------	---------------------------------------	---------------------------------

Purchase private insurance	All benefits provided by health insurance company or HMO	"Reimbursable" status, but with no accumulated resources (i.e. risk assumption)	Pay premiums to the Department of Labor and Industries
----------------------------	--	---	--

**Washington PFML Program      Entity      Government Type**

Pay premiums to the State's program      Grant County Fire Protection District No 3      Fire Protection District  
for both benefits

**Grant County Fire Protection District No. 3**  
**Schedule 22 - Audit Assessment Questionnaire (unaudited)**  
**For Fiscal Year ended December 31, 2025**

Reference	#	Question	Answer	Explanation
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**INSTRUCTIONS FOR PREPARER!!!IMPORTANT!! Click the "SAVE" button at the bottom periodically as you complete the questions below. Be sure to save before refreshing the page.**

The Schedule 22 questions can be found below and are categorized based on the type of operation each question is related to. Click the category title to expand or collapse that category of questions.

**Import Prior Year Responses:** responses to specific questions from the prior year annual report may be imported by clicking the "Import Prior Year Responses" button below. **NOTE:** this will not import ALL responses from the prior year, it is only allowable for certain questions.

**Please review the imported responses to ensure they are still accurate.** If needed, you can update the responses that were imported from the prior year.

**FINANCIAL MONITORING**

- |   |  |                  |
|---|--|------------------|
| 1 | Please indicate which of the following best describes the accounting system of the government:<br>A) Rely on the County Treasurer (no other accounting software used)<br>B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.)   | (B)              |
| 2 | Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach bank statements for the fiscal year.<br><i>Note: auditors will request all monthly bank statements for the reporting year during the audit. If preferred, you may attach all statements here.</i> | No               |
| 3 | Please disclose the accounting software the government uses.   | Springbrook/Bias |

- | Reference | # Question  | Answer   | Explanation |
|-----------|---|--|-------------|
| 4         | Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.     | Review of the accounting software beginning and ending balances as well as the revenues and expenditures totals to the county reports. They are reviewed monthly, quarterly and annually. This is completed by the District Secretary, Board of Commissioners and District Fire Chief. |             |
| 5         | Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: Include the job position/title of the person responsible for posting and reviewing the entries. | NA   |             |
| 6         | Please indicate which of the following best describes the government's own internal accounting system:<br>A) It uses the BARS chart of accounts;<br>B) It uses a chart of accounts that is compatible with BARS;<br>C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;  | (A)  |             |

Reference	#	Question	Answer	Explanation
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	Yes	During the Monthly Board of Commissioner Meeting the District Secretary reviews all treasurer's financial reports, warrants request (by vendor/amount). The warrant request is approved and forwarded to the county for issuance.
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	We use Springbrook to create our schedule 1.	
	9	Does the government have a process for pre-authorizing payments (id. use of an auditing officer) or are all payments approved by the governing body prior to issuance? If yes, provide a brief explanation of what the process is.	No	
	10	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	No	
<b>CURRENT OPERATIONS</b>				
	11	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	Significant events (i.e. new debt, major construction)	
	11	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	Utilized a purchasing cooperative or state contract	

Reference	#	Question	Answer	Explanation
13		Please explain the significant events that occurred during the year (e.g., new debt, major construction, change in key positions, etc.)	We were awarded an AFG grant for a tender in 2024, the grant expenses will be done in 2025. Construction of new fire apparatus. Purchase of two new fire apparatus. Hired an Asst. Chief of Training.	
14		Please provide an explanation of the purchasing cooperative or state contract used during the fiscal year to procure goods and services.	We were awarded an AFG grant for a tender in 2024, the grant expenses will be done in 2025. Purchase of two fire apparatus.	
16		Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	Yes	<p><b>Attachments</b></p> <p><u>Department of Ent. Services- Fed. surplus agreement.pdf</u></p> <p><u>FIRE AND EMERGENCY MEDICAL - signed gorge.pdf</u></p> <p><u>Grant County Fire Protection District No. 3 &amp; City of Quincy Joint Procurement Agreement Effective January 27, 2025.pdf</u></p> <p><u>MOA 25 01 PAYROLL.pdf</u></p> <p><u>sweet clover famrs quit claim deed.pdf</u></p> <p><u>David Durfee Employment Contract.pdf</u></p> <p><u>April Stuckey Employment Contract.pdf</u></p> <p><u>hufman signed contract employment.pdf</u></p>

Reference	#	Question	Answer	Explanation
	17	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	No	
	18	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	We use ESO to track our inventory.

**SIGNIFICANT DISCLOSURES**

	19	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	
	20	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No	
	21	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If yes, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc.	No	

**REVENUES AND EXPENDITURES**

	22	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	We received Grant funding for fire apparatus, we received DNR grants for fire apparatus construction/rebuilds, and our EMS Levy was renewed for tax year 2025 to be collected in 2026.	
	23	Were there any rate increases during the fiscal year?	Yes	

Reference	# Question	Answer	Explanation
24	Attach rate and fee schedules in effect during the fiscal year.	Attached	<b>Attachments</b> <a href="#">2025-Wage-and-Equipment-Rates-Final-6.1.25.pdf</a>
25	Does the government accept cash/checks locally (using its own staff, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally	
26	Cash/Check Receipting - Please briefly describe the government's process for collection of payments. Please include a list of the locations where cash/checks are accepted/receipted.	Main Station 1201 Central Ave S Quincy WA 98848	
27	Does the government deposit funds on a daily basis?	No	Our District doesn't have daily deposits. When we receive funds, the funds are receipted by the Department Sec, then given to the District Sec. to prepare the deposit for the bank and are deposited within 24 hours of receipt. One of the Chief officers will deposit the funds and bring the receipt back and a transmittal is sent to the County.
29	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Travel account	Travel account 3,050.00, this fund in used to cover small purchases or expense that we are unable to pay using the accounts payable process.
36	Please describe the governments process to reconcile the travel accounts.	Monthly the check book is reconciled to the bank statement.	
37	Please attach the year-end reconciliation with the bank statement.	Attached	<b>Attachments</b> <a href="#">2025 Advance Travel Statements.zip</a>

38 What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.

The county does ACH for payroll.

39 Does the government incur payroll costs?

Yes

40 Please describe the governing body's process to review payroll expenses and include how many employees the government has.

Our payroll is bi-weekly. The District Sec. prepares a payroll report from Springbrook for the Chief's approval and signature, at which time it is sent over to the County Payroll office for them to issue the EFT's, or checks. The Board reviews the payroll at the monthly board meetings.

41 Please mark all that apply to the government: **Note:** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).

Fuel Card(s)

41 Please mark all that apply to the government: **Note:** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).

Credit Card(s)

Reference # Question Answer Explanation

- 41 Please mark all that apply to the government: **Note:** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).  
 Open Store Accounts
- 42 Fuel Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical fuel cards with.  
 Coleman Oil
- |                    |             |
|--------------------|-------------|
| Vendor/Institution | Coleman Oil |
| Number of Cards    | 7           |
| Total Credit Limit | 10000       |
| Vendor/Institution | CHS         |
| Number of Cards    | 35          |
| Total Credit Limit | 10000       |
| Vendor/Institution | Byrnes      |
| Number of Cards    | 15          |
| Total Credit Limit | 10000       |
- 43 Credit Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical credit cards with.
- |                    |                  |
|--------------------|------------------|
| Vendor/Institution | Washington Trust |
| Number of Cards    | 20               |
| Total Credit Limit | 25000            |
| Vendor/Institution | Washington Trust |

Reference	#	Question	Answer	Explanation
		Number of Cards	3	
		Total Credit Limit	15000	
	44	Please attach a list of open accounts the government has.	Attached	<b>Attachments</b> <a href="#">2025 vendor list for review.csv</a>
	45	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	Yes	<b>Attachments</b> <a href="#">2025 grants.zip</a>

**FIRE/EMS SPECIFIC QUESTIONS**

<i>Informational</i>	46	Indicate services offered by the government (check all that apply):	Trainings (CPR/First Aid)	
<i>Informational</i>	46	Indicate services offered by the government (check all that apply):	Facility Rentals	
<i>Informational</i>	47	Does the government prepare or contract for transport billing? If transport service billings are prepared in house, attach a copy of the government's policy, and fee schedule. If transport service billings are contracted out, attach a copy of the contract/agreement.	Not Applicable	
	48	Has there been any changes to agreements for which the government 1) performs fire protection services/EMS for another local government (e.g. city, fire district), or 2) another local government provides fire protection services/EMS? <b>Note:</b> This does not include mutual aid agreements. If there were changes to any agreements, please explain.	No Changes	
	49	Does the government have any volunteers? If yes, please include the number of volunteers and any benefits they may receive.	Yes	We have appr. 80 volunteers, we offer AD&D insurance, Air ambulance insurance, BVFF, VFIS, and per policy annual banquet

Reference	#	Question	Answer	Explanation
	50	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	6
	51	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? <b>Examples include:</b> medical, dental, vision, hearing, etc.	Yes	
	52	Please indicate which employee group the benefits are for:	LEOFF 1	
	53	Does the government have any closely related associations or foundations? If yes, please list.	No	
	54	How many stations does the government have?	7	
	55	Was the government involved in any mergers, acquisitions, or transfer of operations? If yes, please attach copies of documentation (i.e. resolutions, etc.) authorizing the mergers, acquisition, or transfer of operations.	No	
	56	Does the government act as the fiscal agent for any other entities? If yes, please list parties served. <b>Examples may include:</b> holding accounts, receiving/dispersing funds, etc.	No	
	57	Does the government have any outstanding bonds or other debt?	No	

**REQUIRED ATTACHMENTS**

Reference	#	Question	Answer	Explanation
Informational	58	<b>Meeting Minutes</b> - Attach the meeting minutes and resolutions for <b>all</b> governing body meetings held during the reporting year.	Attached	<p><b>Attachments</b></p> <p><a href="#">2025 Minutes.zip</a></p> <p><a href="#">2025 budget resolution.zip</a></p> <p><a href="#">Jan Resolutions 2025.zip</a></p> <p><a href="#">Jan Resolutions Part 1 2025.zip</a></p> <p><a href="#">Sept to Dec Resolutions 2025.zip</a></p> <p><a href="#">Feb to April Resolutions 2025.zip</a></p> <p><a href="#">Oath of Office.pdf</a></p> <p><a href="#">May Resolutions 2025.zip</a></p> <p><a href="#">June Resolutions 2025.zip</a></p> <p><a href="#">July Resolutions 2025.zip</a></p> <p><a href="#">Aug Resolutions 2025.zip</a></p>
	59	<b>Cash Balance Summary</b> - Attach a copy of the year -end County Treasurer (or other fiscal agent) report (s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.	Attach	<p><b>Attachments</b></p> <p><a href="#">2025 Beg. Bal verification.pdf</a></p> <p><a href="#">schedule 11 fy 2024.pdf</a></p> <p><a href="#">2024 Schedule 11 beg. Balance for 2025.pdf</a></p> <p><a href="#">2025 Advance Travel Statements.zip</a></p> <p><a href="#">December 2024 Treasurer and Star Report.pdf</a></p> <p><a href="#">2025 Bias Treasurer Report and Stars.zip</a></p>
	60	<b>Detailed Revenue by Source</b> - Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the reporting year by revenue source. If the County does not provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.	Attach	<p><b>Attachments</b></p> <p><a href="#">2025 rev breakdown.pdf</a></p>

Reference	# Question	Answer	Explanation
61	<p><b>Detailed Expenditure List</b> - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.</p>	Attach	<p><b>Attachments</b>  <u>2025 Accounts Payable Approval with Signatures.zip</u>  <u>2025 Payroll Approval with Signatures (2).zip</u>  <u>Sept Oct Nov Ded EMS.zip</u>  <u>May June July Aug EMS.zip</u>  <u>Jan Feb March April EMS.zip</u>  <u>2025 Construction Fund.zip</u>  <u>Jan Feb March FIRE.zip</u>  <u>April May June Fire.zip</u>  <u>July Aug Sept Fire.zip</u>  <u>Oct Nov Dec Fire.zip</u>  <u>Other voids and lost checks.zip</u>  <u>Jan Feb March April Payroll.zip</u>  <u>May June July Aug Payroll.zip</u>  <u>Sept Oct Nov Dec Payroll.zip</u></p>
<i>Informational</i>	<p><b>Cash Receipting Policy</b> - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to <b>all governments that invoice for a service</b> (including third party billing services) <b>or</b> receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).</p>	Attached	<p><b>Attachments</b>  <u>05_02_03 Cash Receipting Reviewed 5-2020.pdf</u></p>
<i>Informational</i>	<p><b>Elected Official List</b> - Click the "ADD ROW" button to add the applicable number of rows for each governing board member. If the governing board exceeds 5 members, please include the 3-top-ranking Board officers (e.g. chair/president, treasurer, etc.). Note: (*) mailing address is an optional field but should be provided for at least one board member.</p>		

Reference # Question Answer Explanation

Governing Board Member Name KEVEN CHILD

Board Member Spouse Name TIFFANY

Business Interest(s) PRECISION CHIRPRACTIC

Phone Number 5094383417

Email Address KCHILD@GCFD3.NET

Mailing Address\* 14773 RD 3 SW, QUINCY WA 98848

Governing Board Member Name CARL YEATES

Board Member Spouse Name MICKEY

Business Interest(s) FARMER

Phone Number 5097875060

Email Address CYEATES@GCFD3.NET

Mailing Address\* 15400 MARTIN RD NW, QUINCY WA 98848

Governing Board Member Name RANDY ZOLMAN

Board Member Spouse Name NA

Business Interest(s) RETIRED

Phone Number 5093982120

Email Address RZOLMAN@GCFD3.NET

Reference	#	Question	Answer	Explanation
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		Mailing Address*	PO BOX 1248 QUINCY WA 98848	
Preparer	64	Please include the below information in the text box for the local government personnel who completed the annual report.	APRIL STUCKY, DIST. SECRETARY, 509 787 2713, ASTUCKY@GCFD3.N ET	

**Full name, role (e.g., Secretary, Board Member, etc.)**  
**Telephone number**  
**E-mail address**

**Grant County Fire Dist. #3**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2025**

**Note 1 - Summary of Significant Accounting Policies**

Grant County Fire District #3 was incorporated on July 7, 1942, and operates under the laws of the state of Washington applicable to a fire district. The district is a special purpose local government and provides fire and emergency medical services.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see *Notes to the Financial Statements*).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

**A. Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as “memo only” because any interfund activities are not eliminated. The following fund types are used:

Fund Types & Funds	Number Range	Have	Details for "Have" Funds (purpose, activities, source of revenues, etc)
General Fund	000-099	X	This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.
Special Revenue Funds	100-199	X	These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government. EMS Levy property tax, interest, grants and miscellaneous revenue.
Debt Service Funds	200-299	X	These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt. Property Tax revenue.
Capital Projects Funds	300-399	X	These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. Funds received from contracted fire protection services, plan reviews and transfers from General for capital projects.

**Grant County Fire Dist. #3**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2025**

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government. **These funds are received from a special EMS Levy.**

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt. **These funds are received from a special Bond for the construction of our station in Quincy.**

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. **These funds are received from contracted fire protection services, plan reviews and transfers from General for capital projects.**

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

C. Cash and Investments

It is the County's policy to invest all temporary cash surpluses. The interest on these investments are prorated to the various funds. For further information see Note 3 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000.00 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to a maximum of 300 hours at the end of the year and is payable upon separation or retirement.

Sick leave may be accumulated up to 1040 hours in a "long term bank" and an "Annual Bank" of up to 80 hours for 2080 employees and 96 hours for 2920 employees per year. Unused hours in the annual bank will accrue to the long-term bank at the end of each year until the long-term bank is fully funded. Once the long-term bank is fully funded, any hours remaining in the annual bank at the end of each year shall be bought out at one quarter of the employee's current hourly wage rate. Upon separation or retirement employees do not receive payment for unused long-term sick leave.

**Grant County Fire Dist. #3**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2025**

Comp Time may be accrued up to 24 hours per year and is payable upon separation or retirement.

Each employee will also have an accident bank established in the amount of 160 hours that is not payable upon separation or retirement.

Payments are recognized as expenditures when paid.

Balances for compensation absences are as follows:

Compensated Absences	2024 Liability	Increase or Decrease	Current Liability
<b>Vacation</b>	\$ 48,365	\$ 21,091	\$ 69,456
<b>Comp Time</b>	\$ 1,887	\$ 59	\$ 1,946
<b>Sick Leave</b>	\$ 52,380	\$ 8,649	\$ 61,029
<b>Total</b>	<b>\$ 102,632</b>	<b>\$ 29,799</b>	<b>\$ 132,431</b>

F. Liabilities

See Note 4 – *Long-Term Liabilities* and Note 5 - OPEB.

H. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the District’s Board of Commissioners. When expenditures that meet restrictions are incurred, the district intends to use the most restricted resources first.

Fund	Portion of Ending Balance Restricted	Description of Restriction or Commitment
<b>Bond</b>	\$ 130.51	BOND LEVY- ALL FUNDS ARE RESTRICTED FOR BOND PAYMENT
<b>EMS</b>	\$ 457,171.16	EMS LEVY- ALL FUNDS ARE RESTRICTED EMS USE ONLY
<b>Totals</b>	<b>\$ 457,301.67</b>	

**Note 2 - Budget Compliance**

The district adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

**Grant County Fire Dist. #3**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2025**

Budgeted amounts are authorized to be transferred between (departments within any fund/object classes within departments); however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the district’s legislative body.

Funds	Final Appropriated			Explanation of Variances
	Amounts	Actual Expenses	Variance	
001 - General Fund	\$ 4,335,052.59	\$ 4,096,529.72	\$ 238,522.87	Staffing Wages and Benefits
101 - Special Fund	\$ 802,211.10	\$ 758,594.20	\$ 43,616.90	Staffing Wages and Benefits
301 - Construction Fund	\$ 50,000.00	\$ 469,458.97	\$ (419,458.97)	Transferred remaining Construction funds to Reserve

**Note 3 – Deposits and Investments**

Investments are reported at fair value. Deposits and investments by type at December 31, 2025, are as follows:

Deposit or Investment	District's own deposits & investments		Combined
County Pool	\$	4,656,365.41	\$ 4,656,365.41
Revolving Fund/Petty Cash	\$	3,050.00	\$ 3,050.00
<b>Totals</b>	\$	<b>4,659,415.41</b>	\$ <b>4,659,415.41</b>

Investments in the Grant County investment pool

The district is a voluntary participant in the county investment pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The district reports its investment in the pool at fair value, which is the same as the value of the pool per share. The pool does not impose restrictions on participant withdrawals/or disclose restrictions.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the district would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The district’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the district or its agent in the government’s name.

**Note 4– Long-Term Liabilities**

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the district and summarizes the district’s debt transactions for year ended December 31, 2025.

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Compensated Absences

During the year ending December 31, 2025, the following changes occurred in compensated absences:

Compensated Absences	2024 Liability	Increase or Decrease	Current Liability
<b>Vacation</b>	\$ 48,365	\$ 21,091	\$ 69,456
<b>Comp Time</b>	\$ 1,887	\$ 59	\$ 1,946
<b>Sick Leave</b>	\$ 52,380	\$ 8,649	\$ 61,029
<b>Total</b>	<b>\$ 102,632</b>	<b>\$ 29,799</b>	<b>\$ 132,431</b>

**Note 5 – Other Postemployment Benefits (OPEB Plans)**

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the district. The plan pays 100% of eligible retirees’ healthcare costs on a pay-as-you-go basis. As of December 31, 2025, the plan had 2 members, all retirees. As of December 31, 2025, the district’s total OPEB liability was \$965,350.00, as calculated using the alternative measurement method. For the year ended December 31, 2025, the district paid \$27,486.54 in benefits.

Plan	Administrator	Type (DBP or DCP)	Description of Plan	# of Active Employees	# of Retired Employees	Employer Contribution	Liability
State LEOFF	Actuary	DBP	State of Washington	0	2	0	\$ 965,350.00
						<b>Total</b>	<b>\$ 965,350.00</b>

**Note 6 – Pension Plans**

A. State Sponsored Pension Plans

Substantially all the district’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems  
Communications Unit

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P.O. Box 48380  
 Olympia, WA 98540-8380

Also, the DRS ACFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

The district also participates in the Volunteer Fire Fighters' and Reserve Officers' Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington ACFR available from the Office of Financial Management website at [www.ofm.wa.gov](http://www.ofm.wa.gov).

At June 30, 2025 (the measurement date of the plans), the district's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation Percentage	Plan Liability / Asset	NPL	NPA
<b>PERS 1 UAAL</b>	\$ 2,774.00	0.00050300%	\$ 1,178,996,000	\$ 5,930.35	
<b>PERS 2/3</b>	\$ 6,894.85	0.00065000%	\$ (3,816,176,000)		\$ (24,805.14)
<b>LEOFF 2</b>	\$ 44,757.49	0.01641700%	\$ (1,937,517,000)		\$ (318,082.17)
<b>VFFRPF</b>	\$ 1,350.00	1.030000%	\$ 36,111,000		\$ (372,790.78)
<b>Totals</b>				<b>\$ 5,930.35</b>	<b>\$ (715,678.09)</b>

**LEOFF Plan 1**

The district also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

**LEOFF Plan 2**

The district also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

**B. Defined Contribution Pension Plans**

**MERP, self-administered.** According to the IAFF contract, the District contributes \$75.00 per month for each member, beginning with the first full month of employment.

**Nationwide Retirement Solutions, self-administered.** According to the IAFF contract, the District provides matching contributions as follows for each member:

- Up to \$150.00 per month for each member after the first year of service, extending to 5 years of service.
- \$200.00 per month for each member with 6 to 10 years of service.
- \$250.00 per month for each member with more than 10 years of service.

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DRS deferred comp, self-administrated. The District contributes \$75.00 per month for each non-CBA member, beginning with their first full month of employment.

DRS deferred comp, self-administrated. The District provides matching contributions as follows for each non-CBA member:

- Up to \$150.00 per month for each member after the first year of service, extending to 5 years of service.
- \$200.00 per month for each member with 6 to 10 years of service.
- \$250.00 per month for each member with more than 10 years of service.

Total contributions for each plan are as follows:

- Nationwide Retirement Solutions: \$7, 650.00
- MERP: \$6,00.00
- DRS Deferred Comp: \$13,725.00

**Note 7 - Property Tax**

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by district. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The district's regular levy for the year 2025 was \$1.289315259 per \$1,000 on an assessed valuation of \$2,119,725,002 for a total regular levy of \$2,732,993.79.

The district's regular levy for the year 2025 was \$0.2785147 per \$1,000 on an assessed valuation of \$2,119,725,002 for a total regular levy of \$590,374.65.

Levy	Per \$1000	Assessed Valuation	Amount
<b>FIRE</b>	\$ 1.2893152590	\$ 2,119,725,002	\$ 2,732,993.79
<b>EMS</b>	\$ 0.2785147363	\$ 2,119,725,002	\$ 590,374.65

