

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
May 23, 2011**

CALL TO ORDER:

Commissioner Gustafson called the meeting to order at 7:00 p.m.

ATTENDANCE:

Present: Commissioner Gerald W. Gustafson, Commissioner Verne M. Pierson, Commissioner Robert E. Skaggs, Fire Chief Reggie Romines, Assistant Chief Tony Judd, Assistant Chief Ryan Baskett, Assistant Chief Tom Mason, Assistant Chief Todd Jensen, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale.

Absent: Deputy Chief Gary Franz had an excused absence.

Commissioner Gustafson led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF AGENDA:

Commissioner Pierson moved to take up New Business, Resolutions No. 774 and 776 at this time. Commissioner Skaggs seconded the motion. Motion carried unanimously.

NEW BUSINESS

Resolution No. 774, Authorizing the Promotion of Andrew Kolibas. D/S Hale read Resolution No. 774, Authorizing the Promotion of Andrew Kolibas to the Position of Lieutenant, into the record.

Commissioner Pierson moved the approval of Resolution No. 774, Authorizing the Promotion of Andrew Kolibas to the Position of Lieutenant, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 776, Authorizing the Promotion of Steve Richards. D/S Hale read Resolution No. 776, Authorizing the Promotion of Steve Richards to the Position of Assistant Chief, into the record.

Commissioner Pierson moved the approval of Resolution No. 776, Authorizing the Promotion of Steve Richards to the Position of Assistant Chief, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

PRESENTATION:

The Board and Chief Romines presented Andrew Kolibas with his badge and collar brass for the position of Lieutenant. Congratulations, Andrew!

The Board and Chief Romines presented Steve Richards with his badge and collar brass for the position of Assistant Chief. Congratulations, Steve!

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of May 9, 2011, were approved as presented.

The minutes of the Special Board Meeting of May 10, 2011, were approved as presented.

CORRESPONDENCE:

- Thank You Letter from New Hope Christian School

FINANCIALS:

General Payables Vouchers #05067 through #05171 in the amount of \$420,988.15 and Account Transfers in the amount of \$473,501.58 for a total of \$894,489.73, of which \$628,894.35 was for Payroll and \$265,595.38 was for Payables, were presented for approval.

Commissioner Pierson moved to accept the payables in the amount of \$894,489.73 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines informed the Board he authorized Deputy Chief Franz to be on vacation this week and be excused from this meeting.

Chief Romines stated the memorial service for Chuck Carrano will occur June 24th at Tahoma National Cemetery in Covington.

Chief Romines reported Fire Fighter/Paramedic Suzi Conners will graduate from the Bates Recruit Academy this Friday, May 27, 2011, in Olympia. Please let him know if you would like to attend.

Congratulations to Wendy Boedigheimer and Sheri Gray-Moss for successfully completing the Safe Sitter instructor training.

Chief Romines informed the Board Fire Fighter/Paramedic Janelle Barr has requested an alternate duty assignment per Operating Instruction No. 131, Pregnant Fire Fighters. She will be assigned to the EMS Division. Congratulations, Janelle!

The Lemay Family will host a Police & Fire Fighter Appreciation Day on August 6th at the Marymount Complex. Assistant Chief Mason is coordinating our involvement.

Chief Romines reported District Secretary Hale will be on vacation from May 27th through June 7th.

Apparatus Accident. Chief Romines presented the Board with a letter from our liability insurance carrier, VFIS, in which they indicated they have stopped subrogation efforts against Luis Carter-Warfield for the accident which occurred last November to one of our

engines. VFIS stated they could not locate the person and found no insurance or assets to attach for recovery. Chief Romines stated VFIS paid the claim all but our \$1,000 deductible. He recommended not seeking recovery of our deductible for the same reason.

The Board concurred with Chief Romines, given VFIS could not locate the person or any insurance or assets to attach.

Mercedes Hose. Chief Romines informed the Board during our recent hose testing several lengths of the new 2 ½” hose purchased last year failed due to bunching. He will be meeting with a company representative on Thursday to discuss the situation. More to follow.

EMS Levy Statement. Chief Romines presented the Board with a draft explanatory statement for our EMS Levy. He asked for Board approval.

Commissioner Skaggs moved to approve the EMS Levy Explanatory Statement as presented from staff. Commissioner Pierson seconded the motion. Motion carried unanimously.

Chief Romines requested the Board authorize spending approximately \$8,000 to print and mail an informational flyer to our citizens regarding the EMS Levy.

Commissioner Skaggs moved to authorize the expenditure of up to \$8,000 to print and mail an informational flyer for the EMS Levy, with monies taken from line item number 519.90.00.03. Commissioner Pierson seconded the motion. Motion carried unanimously.

Electronic Reader Board at Station No. 21-6. Chief Romines explained the new Reader-Board Sign at Station No. 21-6 reads Station #6 instead of Station No. 21-6, which was an oversight on staff's part when the specifications were designed. The designation is painted on and would cost approximately \$1,500 to repaint. Chief Romines requested Board direction on whether or not to repaint the sign. The Board gave direction to leave the sign as it is given the monument sign indicates Station No. 21-6.

Assistant Chief Baskett informed the Board the County is not allowing the installation of the Reader-Board Sign at Station No. 21-4 due to a requirement of a 15-foot setback. The original design called for a pole sign, which the County authorized with a 5-foot setback, but LUAC will not allow a pole sign at our location so the design was changed to a pedestal sign – requiring a 15-foot setback. He further explained a County variance could be filed, which could take up to three months for the process.

Electronic Reader Board at Station 21-5. Assistant Chief Baskett stated the Frederickson LUAC voted to allow public agencies to have electronic reader-board signs. The next step is getting County approval of the sign. The necessary paperwork has been filed with the County.

Assistant Chief Baskett informed the Board he is still pursuing a directional sign on 224th and 70th. He will keep the Board informed of the progress.

Long-Term Disability. To be taken up in Executive Session.

Pot Holes at Station No. 21-5. Chief Romines explained a citizen living east of the station complained that our apparatus are causing pot holes on 187th, a gravel road. He recommended paving the northern boundary of our property on 187th. The Board inquired about asking the neighbors if they wanted to contribute to having the entire road paved. Assistant Chief Baskett stated paving the entire could run into storm water drainage issues, need for culverts, engineering, etc. He recommended just paving our areas. Chief Romines stated staff will evaluate, talk with the home owners and bring their findings and estimates back to the Board for their review.

Station No. 21-1 Locks. Chief Romines reminded the Board they had approved in the 2011 Budget securing the main hallway and public areas so citizen groups could use the training room and negating the need to pay office staff overtime to be at the citizen meetings. Chief Romines presented the Board with two other options: #2 re-key the entire downstairs to match our current key-level system; #3 re-key the entire building. Assistant Chief Baskett stated Station No. 21-1 has not been re-keyed in many years, which has become a security concern. The new key system would match the other stations and provide four levels of security.

Commissioner Pierson moved to approve Option #3, in the amount of \$2,993.68 plus tax, to re-key the entire building, with funds coming from the Bond Fund, Capitol Improvements. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Operational Orders No. 11-06 & 11-07. Chief Romines explained with the reduction of the number of resident fire fighters he approved a staffing change to these two operational orders. Squads will not be staffed unless two personnel, career or resident/volunteer, are available.

Operational Instruction No. 411. Chief Romines requested Board approval of Operational Instruction No. 411, Rapid Intervention Teams, as presented.

Commissioner Skaggs moved the approval of Operational Instruction No. 411, Rapid Intervention Teams, as presented. Commissioner Pierson seconded the motion. Motion carried unanimously.

Concurrency Issue. Chief Romines presented the Board with the Washington State Supreme Court decision affirming the validity of Whatcom County's concurrency ordinance. The result is assurance for citizens across the state that they will receive adequate fire and emergency services when faced with new developments that place additional burdens on public services.

EMS Levy Committee. Chief Romines stated he is not aware of any citizens that will oppose the EMS Levy, but is aware of two citizens who want to be on the Committee For, Wally Balmer and Wayne Wienholz. By State law, the Board must appoint a committee For and Against the levy if appointees are known. He requested the Board appoint Mr. Balmer and Mr. Wienholz for the Committee For.

Commissioner Skaggs moved the approval of Wally Balmer and Wayne Wienholz to the Committee For, for the EMS Levy. Commissioner Pierson seconded the motion. Motion carried unanimously.

Training Report

Assistant Chief Mason presented the Training Report for Board review.

NEW BUSINESS:

Previously taken up.

OTHER BUSINESS:

Operational Order No. 11-05, Response Zone Management. Chief Romines presented Operation Order No. 11-05, Response Zone Management, to the Board for their review.

Commissioner Skaggs moved the approval of Operational Order No. 11-05, Response Zone Management, as presented. Commissioner Pierson seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER/PUBLIC INPUT: None

EXECUTIVE SESSION:

Chief Romines requested a 15-minute Executive Session under RCW 42.30.110(1)(g), to review the performance of a public employee, with no business to follow, and five minutes under RCW 42.30.140, adopt a position for collective bargaining, with possible business to follow.

Commissioner Gustafson announced a 15-minute Executive Session under RCW 42.30.110(1)(g), to review the performance of a public employee, with no business to follow, and five minutes under RCW 42.30.140, adopt a position for collective bargaining, with possible business to follow. Executive Session was announced as beginning at 7:55 p.m.

An announcement was made at 8:15 p.m. extending the Executive Session another 30 minutes.

Commissioner Gustafson reconvened the Regular Board Meeting at 8:46 p.m. and announced no business needed to take place as a result of the Executive Session.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of May 23, 2011, was adjourned at 8:45 p.m.

Gerald W. Gustafson, Commissioner

Kathy J. Hale, District Secretary