

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
May 23, 2012**

**CALL TO ORDER:**

Commissioner Pierson called the meeting to order at 10:00 a.m.

**ATTENDANCE:**

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

Absent: Assistant Chief Tom Mason had an excused absence.

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

Commissioner Pierson stated the reason for this Special Meeting was to conduct the regular business of the District at this time rather than the original date of the Board Meeting, May 28<sup>th</sup>, as that day falls on Memorial Day.

**APPROVAL/MODIFICATION OF AGENDA:**

**Commissioner Skaggs moved to accept the Agenda as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of May 14, 2012, were approved as presented.**

**CORRESPONDENCE:**

None

**FINANCIALS:**

General Payables Vouchers #05074 through #05156 in the amount of \$402,117.20 and Account Transfers in the amount of \$497,605.02 for a total of \$899,722.22, of which \$654,021.89 was for Payroll and \$245,700.33 was for Payables, were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$899,722.22 after proper auditing. Commissioner Pierson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:  
Chief's Report**

Chief Romines stated D/S Hale will be on vacation May 25<sup>th</sup> through June 4<sup>th</sup>.

A reminder – the Board has confirmed a Special Meeting for June 18<sup>th</sup> at 6:00 p.m. to discuss successor planning.

Grazing in Graham. Chief Romines informed the Board the Graham Business Association's annual event will take place May 31<sup>st</sup> at Station No. 94, 6:00 p.m.

Tacoma Highland Games. As in the past, Chief Romines stated we will be providing medical support for the Tacoma Highland Games, which will take place at Frontier Park on June 23<sup>rd</sup>.

NAEFO Conference. Chief Romines recommended cancelling the Regular Meeting of September 24, 2012, due to two Board members attending the NAEFO Conference on the same day. He suggested holding a Special Meeting on September 20<sup>th</sup> at 6:00 p.m. to take up the regular business of the District. **The Board concurred with Chief Romines' suggestion of cancelling the September 24<sup>th</sup> Regular Meeting and holding a Special Meeting on September 20<sup>th</sup>, at 6:00p.m.**

Pertussis Epidemic. Chief Romines informed the Board the Governor has declared a statewide epidemic and is recommending everyone receive the vaccine. A/C Jenson, in his attached email, has suggested two methods to vaccinate our members: Holding an in-house clinic; encouraging our members to go to their own providers. Chief Romines stated he is requesting Board approval of the first method, in-house clinic, which will be an expense up-front for the District (\$3,600), but will be reimbursed by our insurance carrier approximately \$2,790. He also requested the initial funding be taken from the Emergency Fund, 519.90.00.03.

**Commissioner Skaggs moved the approval of holding an in-house clinic for our members and expend up to \$3,600 from the Emergency Fund, 519.90.00.03, with any reimbursement funds from our insurance carrier placed back into that line item. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Electronic Reporting. Chief Romines reminded the Board that during the 2012 Budget Process he discussed with the Board that staff would be bringing forward a request to purchase software for electronic medical reporting after further investigation was completed of the model most compatible with Fire Comm. He presented the Board with an email from A/C Jensen detailing requirements and an email from D/S Hale providing the cost of the software.

Chief Romines requested Board approval to expend from the Emergency Fund, 519.90.00.03, up to \$33,200 to purchase the software. He also stated at some point in the near future he will be requesting Board approval to purchase five new MDC's for our medic units, which will be compatible with the new software, at a cost of approximately \$4,000 each. Board discussion ensued.

**Commissioner Skaggs moved to approve the purchasing of the software in the amount of \$33,200, with the funds coming from the Emergency Fund, 519.90.00.03. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Pierce County Mitigation Program. Chief Romines informed the Board Katie Gillespie of Pierce County will be at their June 11<sup>th</sup> Regular Board Meeting to update them on the program.

### **Training Report**

Assistant Chief Mason was absent, and therefore, not available to present the Training Report.

**NEW BUSINESS:** None

### **OTHER BUSINESS:**

Operating Instruction No. 123, Overtime Call-back Policy. Chief Romines requested Board approval of updated Operating Instruction No. 123, dated May 2012, Overtime Call-back Policy. He explained the changes have no impact to the District, they are procedural on how to fill overtime slots when they become available. He also stated the Union has signed off on the changes

**Commissioner Skaggs moved the approval of Operating Instruction No. 123, Overtime Call-back Policy, as updated and presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Medical Event, Training Tower. Chief Romines informed the Board he has spoken with Attorney Quinn regarding the recent medical event which took place at our training facility. The leader of the group did have a signed medical release form from the parents stating this was a routine occurrence for their child and it was not necessary to treat her. Following our protocols and those of Pierce County, our people were in the right to respond and treat the patient, regardless of the note, according to Attorney Quinn. Attorney Quinn recommended going a step further and having a Hold Harmless Agreement signed by each group/company/business that uses our facility.

Chief Romines presented the Board with a draft Hold Harmless and Indemnification Agreement for their review. He asked for Board approval of the document. Following further discussion, the Board acted on the request.

**Commissioner Skaggs moved to approve the Hold Harmless and Indemnification Agreement and have every group/company/business sign it that is using our training facility. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

### **GOOD OF THE ORDER/PUBLIC INPUT:**

Commissioner Skaggs inquired if there was any further information on the Pierce County flood control program and taxes being taken from junior taxing districts. Chief Romines answered he had spoken again with Attorney Quinn who stated, yes, compression could happen at some point with the \$5.90 County cap, but felt that would be years away.

Commissioner Gustafson stated the program has not gone through the County Council yet, there has only been discussion on the subject.

The Board asked Chief Romines to pen a letter to the Pierce County Council expressing our concerns about the program and the compression factor which would happen to junior taxing districts.

Commissioner Gustafson inquired about the direction Orting's Board has decided to go; stand alone or speak with us about merging. Chief Romines answered he spoke with Chief Webb who stated he needs more time to talk with his Board about the matter.

Commissioner Gustafson stated he would like three discussion points at the next Regular Board Meeting: Station 21-2, what is going to happen with staffing when the two volunteers retire (being pro-active); submitting for a Safer Grant to hire more people; direction with Orting and should we go down that path.

Chief Romines confirmed those topics will be on the agenda at the next meeting.

**EXECUTIVE SESSION:** None

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of May 23, 2012, was adjourned at 10:40 a.m.**

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Verne M. Pierson, Commissioner

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Kathy J. Hale, District Secretary