

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
NOVEMBER 8, 2012**

**CALL TO ORDER**

Commissioner Pierson called the meeting to order at 5:00 p.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 Tom Mason, Assistant Chief Steve Richards, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale

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

Commissioner Pierson stated the purpose for this Special Board Meeting is to conduct the regular business of the District. The office is closed next Monday in honor of Veteran's Day, which would have been the normally scheduled day for the Board's first meeting of the month.

**APPROVAL OF AGENDA:**

**Commissioner Skaggs moved to approve the Agenda as presented.**

**Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of October 22, 2012, were approved as presented.**

**CORRESPONDENCE:**

- Thank You Letter from a Citizen
- Thank You Letter from a Citizen
- Invitation to the Pierce County Fire Chiefs'/Fire Commissioners' Annual Banquet

**FINANCIALS:**

General Payable Vouchers #11001 through #11074 in the amount of \$45,232.02 and Account Transfer in the amount of \$339.61 for a total of \$45,571.63 were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$45,571.63 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines reported on the following:

The Graham Business Association Scholarship Auction will occur on November 15, 2012, at Silver Creek Assisted Living facility, beginning at 7:00 a.m.

Congratulations to Lieutenant Luke Guthrie and his wife Carrie on the birth of their baby boy, Kanden.

The Annual Pierce County Fire Chiefs'/Fire Commissioners' Awards Banquet will occur on December 6, 2012.

The IAFF Local #726 Holiday Auction will take place November 17, 2012, at their Union Hall in Puyallup, beginning at 5:30 p.m.

Station No. 21-5 Volunteer Fire Fighter Michael Roddy has resigned due to work commitments.

Operating Instruction No. 411, Guidelines on Stand-by Fire Fighters and Rapid Intervention Teams (RIT). No action needed at this time.

Station No. 21-5 Reader Board Sign. Chief Romines stated one bid had been received for the Reader Board Sign at Station No. 21-5: Culbertson Signs in the amount of \$27,946 plus sales tax. He requested Board approval to award the bid to Culbertson Signs.

**Commissioner Gustafson moved to award the bid to Culbertson Signs in the amount of \$27,946 plus sales tax for the Reader Board Sign at Station No. 21-5, with funds coming from the Bond Fund. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

Browns Point Academy. Chief Romines presented the Board with an email from Assistant Chief Mason wherein he explains surrounding districts received less volunteer applicants from Steilacoom and Riverside Fire & Rescue than expected so Browns Point Fire has decided to put on another academy. At the present time, there is no money in the proposed 2013 budget to fund a volunteer application and academy process – an additional \$4,000 would need to be added. Chief Romines stated Assistant Chief Mason is recommending we send up to 10 applicants through the academy.

The Board voiced they would like to see us run a volunteer application process in 2013.

**Commissioner Skaggs moved to add \$4,000 to the 2013 budget/Training Recruit line item for the recruitment and academy of additional volunteer members. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

CPF&R Grant. Chief Romines presented the Board with a letter of support he signed for Central Pierce Fire & Rescue having to do with their grant application to seismically reinforce their Station No. 6-0. Commissioner Pierson asked about us applying for a grant for Station No. 21-1. Chief Romines answered this particular grant process is closed, but we could send in a Letter of Intent for the next process if the Board would like.

**Commissioner Skaggs moved the District put in a Letter of Intent for a grant to retrofit Station No. 21-1. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

## **PPEO Report**

Public Prevention Education Officer Myra Merdian-Drake presented her report to the Board for their review.

## **NEW BUSINESS**

CPR/First Aid Request For Proposals. Chief Romines presented the Board with two proposals received for their review. The two were: Cascade Healthcare Service; First Link. He stated Assistant Chief Jensen had reviewed both proposals and is recommending the contract go to Cascade Healthcare Services.

The Board asked Assistant Chief Jensen why he was recommending Cascade. Assistant Chief Jensen answered the decision was mainly based on the other valued services offered by Cascade. He explained our members who currently have their CPR/First Aid teaching credentials can have their affiliation for teaching through Cascade, as well as our PALS teachers.

**Commissioner Skaggs moved to award the contract for CPR/First Aid to Cascade Healthcare Service. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Station No. 21-0. Chief Romines informed the Board we have had another clean quarter of testing at Station No. 21-0. We should have the full report by the next Board Meeting for their review.

Legal Services. Chief Romines presented the Board with a letter from Attorney Quinn proposing we contract with him for legal services in 2013, and continue to use carry-over hours until they are used up. After that, his hourly fee would be \$210. Chief Romines stated he would recommend signing with Attorney Quinn for 2013 and continue to use carry-over hours.

Commissioner Skaggs stated he would abstain from the vote as he is involved with Mr. Quinn through a legal process with the State. Commissioner Pierson turned the gavel over to Commissioner Skaggs.

**Commissioner Pierson moved to continue to use the Legal Services of Joseph Quinn for 2013, and continue to use carry-over hours. Commissioner Gustafson seconded the motion. Call for the question: Commissioners Pierson and Gustafson, yes. Commissioner Skaggs, abstained. Motion carried by a majority.**

Letter of Recommendation. Commissioner Pierson stated he and Deputy Chief Franz were asked by Katie Gillespie from Pierce County Department of Emergency Management to write a letter of recommendation on our letterhead for her. She is seeking a new position. Commissioner Pierson asked for Board approval to have the letter written. He also stated he would highly recommend Katie for any position, given her knowledge and experience.

**Commissioner Skaggs moved to have Deputy Chief Franz write a Letter of Recommendation for Katie Gillespie from the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

## **OTHER BUSINESS**

Commissioner Pierson stated the County is in the process of beginning to re-write portions of the Mitigation Plan, which is a project he and Deputy Chief Franz have

worked together on in the past for our District. The re-write will contain many components, some of which the Board can either give blanket approval for, or address each item one at a time. He inquired if the Board would like him to continue with this project and how would they like to give their approval during the process.

Commissioner Skaggs stated he would like to see Commissioner Pierson continue to lead this project for the District, and would like to see each approval item brought before the Board for review and a vote. Commissioner Gustafson concurred.

**Commissioner Skaggs moved the approval of Commissioner Pierson representing the District to re-write the Mitigation Plan for Pierce County and to go forward with the process. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Board Meeting. Commissioner Gustafson inquired about moving the December 24<sup>th</sup> Regular Meeting as the office will be closed that day. Discussion was had. The Board decided to have a Special Board Meeting on December 19, 2012, at 3:00 p.m., to conduct the normal business of the District, and cancel the December 24<sup>th</sup> meeting.

#### **GOOD OF THE ORDER**

None

#### **EXECUTIVE SESSION**

Chief Romines requested a 30-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining with no business to follow.

**Commissioner Pierson announced a 30-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining with no business to follow. Executive Session was announced as beginning at 5:30 p.m.**

**An announcement was made at 6:00 p.m. to extend the Executive Session another 30 minutes.**

**An announcement was made at 6:30 p.m. to extend the Executive Session another 30 minutes.**

**Commissioner Pierson reconvened the Regular Meeting at 7:00 p.m.**

#### **ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of November 8, 2012, was adjourned at 7:02 p.m.**

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Verne M. Pierson, Commissioner

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Kathy J. Hale, District Secretary