

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
NOVEMBER 13, 2013**

**CALL TO ORDER**

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

**Attendance:**

Present: Commissioner Verne M. Pierson, Commissioner Robert E. Skaggs, Commissioner Gerald W. Gustafson, Deputy Chief Tony Judd, Assistant Chief Steve Richards and Board Secretary Jodi Reynolds

Absent: Fire Chief Ryan Baskett, Assistant Chief Todd Jensen, Assistant Chief Tom Mason and Public Prevention Education Officer Myra Merdian-Drake had excused absences.

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

**APPROVAL OF THE 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 28, 2013, were approved as presented.**

**CORRESPONDENCE**

- Pierce County Fire Prevention Bureau Monthly Report
- Invitation to GBA Annual Scholarship Auction – Commissioner Pierson stated he received an urgent message from the GBA requesting more auction items, if anyone has something they would like to donate.

**FINANCIALS**

Payable Vouchers #1228 through #1278 in the amount of \$145,646.91, Payable Checks #16941 through #16954 in the amount of \$9,797.60, Payroll EFT's in the amount of \$128.18 and Account Transfers in the amount of \$4,207.02 for a total of \$159,779.71 were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$159,779.71 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION**

**Chief's Report**

In Chief Baskett's absence, Deputy Chief Judd reported on the following:

Chief Baskett is on vacation this week, as is Public Prevention Education Officer Merdian-Drake.

Chief Baskett would like to publicly recognize the following employees for excellent attendance: Fire Fighter Dan Bamford and Fire Fighter Santos Cantu who have not used a sick day since 2005 when sick leave started being accurately tracked; and Fire Fighter/ Paramedic Dooley who has not used a sick day since 2007 when he was hired.

The Volunteer checks will be available for pick up at the Graham Fire Association meeting on November 26<sup>th</sup> at Station No. 21-4.

Santa Breakfast is scheduled for Saturday, December 7<sup>th</sup> from 9:00-10:30 a.m., with Santa arriving at 11:00, at Station No. 21-4.

Budget. A Special Board Meeting to discuss the 2014 Budget is scheduled for November 20<sup>th</sup> at 3:00 p.m. at Station No. 21-4.

M&O Levy. The individuals on the Citizen Advisory Group have been contacted for their preference of dates for the initial meeting November 19, 20 or 21 at 7:00 p.m., and a second meeting two weeks later December 2, 3 or 4 at 7:00 p.m. The initial meeting will include a presentation by Chief Baskett and Deputy Chief Judd and the distribution of pertinent budget and District information for the group to study and digest prior to the second meeting two weeks later.

South Sound 911. Chief Baskett will provide an update at the next Board meeting.

TEW Equipment Grant. The Department has received \$6,900 to replace one of the Holmatro hydraulic cutter units. Assistant Chief Mason had submitted for two replacement units, but we are very pleased to receive the award for one unit. The extrication cutters we currently use are not strong enough to cut through some new cars.

SCBAs. We planned to go out for bid on SCBAs by the end of the year, but the manufacturers are not ready to begin supplying the updated SCBAs. Assistant Chief Richards is putting together an RFP to go out for bid the first quarter of 2014.

Station No. 21-0. The request for information is far more detailed than we anticipated and we are now required to obtain original invoices from the contractor for equipment and subcontractors used on the job. We have retrieved all of our archived invoices requested. Deputy Chief Judd does not see any problems; the process will just take some additional time.

AFG Grant. The application period opened on November 4<sup>th</sup> and closes December 6<sup>th</sup>. We intend to submit for a grant to pay for training related needs including Haz Mat training, training backfill and replacement of the remaining extrication equipment.

L&I Injuries. Labor & Industries prefers an employee injured on the job be provided a light duty assignment while they recover. Staff developed a job description for a medically-required light duty position. Providing such a position to an employee benefits us in that between the three divisions and pre-fire plans, etc., we have plenty of work for them and our L&I rate will not be affected as negatively. Commissioner Skaggs directed Deputy Chief Judd to consult with legal counsel on whether the job description constitutes an employment agreement between employer and employee. Deputy Chief

Judd responded he would obtain counsel's legal opinion in time for the next Board Meeting.

Employee Performance Reviews. Staff has rewritten Operating Instruction No. 133 – Employee Annual Performance Evaluation Policy to allow qualifying employees to be given a modified evaluation. Employees who have reached first class or non-suppression employees who have completed two years and received a full performance or better rating on their last annual evaluation would qualify. The evaluation would consist of just the first and last page of the evaluation form. Every third year the employee would receive a full evaluation. For employees having job performance issues, the supervisor would give a full evaluation. Also, in cases of exemplary performance, the supervisor may opt to do a full evaluation. This rotating schedule will ease the workload for the supervisors by not requiring they complete a full evaluation on each employee every year.

**Commissioner Skaggs moved to approve Operating Instruction No. 133 – Employee Annual Performance Evaluation Policy, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Medic Unit Accident. Medic Unit 93 was involved in an accident with another vehicle while responding to a call in South Pierce's district; fortunately, no one was injured. This has been turned over to our insurance company.

Holiday Calendar. PPEO Merdian-Drake compiled a calendar of holiday events scheduled between now and the end of the year. These include the GBA Scholarship Auction November 20<sup>th</sup>, Santa Breakfast December 7<sup>th</sup>, Pierce County Fire Chiefs and Commissioners Banquet December 5<sup>th</sup>, and Santa visits to Rocky Ridge December 12<sup>th</sup>, to North Star December 13<sup>th</sup>, to Fir Meadows December 14<sup>th</sup>, and concluding with Fire House Santa December 18<sup>th</sup> at Station No. 21-1.

## **DIVISIONAL UPDATES:**

### **Administration:**

- 2014 Final Budget
- AFG Grant Proposal and Submission
- M&O Planning/Information Gathering/ Citizen Packet
- Developing and Rewriting Policies

### **Training:**

- Revamping Accident Prevention Policy and Program (electronic)
- Revising the Resident and Volunteer policies
- End of the Year Training Report

### **Logistics:**

- Researching 2013 NFPA Standards for SCBAs, developing RFP for purchase
- Implementing Fleet Maintenance & Equipment Management Program (Operative IQ)
- Implementing new inventory tracking, station supply and asset control system

**Operations:**

- Developing new response model and run card criteria
- Planning shift assignments and new bid process
- Policy development and review

**Fire Prevention and Education:**

- Partnership with Graham Library educating kids through reading and fun activities
- Great Escape Contest planning and investigating potential partner/sponsors
- Coordinating Santa Season

**NEW BUSINESS**

Resolution No. 824, Surplus Hose

Board Secretary Jodi Reynolds read Resolution No. 824, Surplus Hose, into the record.

**Commissioner Gustafson moved the approval of Resolution 824, Surplus Hose, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

**OTHER BUSINESS**

Based on information he received at the State Commissioners' Conference and at a class taught by Attorney Brian Snure earlier this year, Deputy Chief Judd recommended the Board members consider setting up Department email accounts for all Department business. This is particularly important in the instance of public records requests.

**Commissioner Skaggs moved to direct staff to set up Department email accounts for each of the Board members. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GOOD OF THE ORDER/PUBLIC INPUT**

Citizen Cathy Dye inquired if there was any interest thus far in the surplus equipment, the medic unit, ladder truck and air trailer. Deputy Chief Judd responded there has been considerable interest in the air trailer, but not the medic unit or ladder truck.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of November 13, 2013, was adjourned at 7:33 p.m.**

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Verne M. Pierson, Commissioner

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Anthony D. Judd, District Secretary