

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
SPECIAL BOARD MEETING
November 20, 2013**

CALL TO ORDER

Commissioner Pierson called the meeting to order at 3:00 p.m.

Attendance:

Present: Commissioner Gerald W. Gustafson, Commissioner Verne M. Pierson, Commissioner Robert E. Skaggs, Fire Chief Ryan Baskett, Deputy Chief Tony Judd, Assistant Chief Todd Jensen, Assistant Chief Tom Mason, Public Prevention and Education Officer Myra Merdian-Drake and Board Secretary Jodi Reynolds.

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

2014 Budget Review. Chief Baskett directed the Board to the Revenue page in their budget books. He stated the grant monies for Station No. 21-0 cleanup will not be received this year. Staff is still working on this grant and expects to receive the funds in 2014. Chief Baskett stated due to the diligence of the department to reduce expenditures in 2013, the department should be able to achieve a balanced budget without the additional revenue and would like to roll this amount over into next year's budget.

Chief Baskett deferred to Deputy Chief Judd to review the changes staff made to the Proposed Budget since presenting it to the Board at their October 2nd Special Board Meeting.

Deputy Chief Judd stated the \$123,000 budget shortfall in salaries and benefits will be covered by some of the Station No. 21-0 grant funds. Line item no. 522.07.00.01 Election Expenses is increased by \$50,000 to allow for an M&O Levy if the Board decides to run one. Line item no. 522.09.00.03 Emergency Fund is increased from \$185,000 to \$200,000.

Under IT/Equipment, line item no. 522.18.41.02 Computer Software Licenses increased to \$20,000 to cover an increase in the program Operative IQ used by the Logistics Division to track fleet and equipment, and to upgrade our virus protection software. Three data communication line items nos. 522.18.41.08/.09/.10 now have amounts of \$0. These budget amounts were transferred to line item no. 522.10.42.02 Telephones in order to simplify tracking these charges. Line item no. 522.18.48.02 Server increased to \$20,000 to gradually replace obsolete servers over the next 3-4 years.

Fire Suppression line item no. 522.20.12.01 Overtime decreased from \$100,000 back down to \$50,000 due to potential layoffs not occurring. Line item no. 522.20.12.04 Volunteer Reimbursement increased to \$50,000 to accommodate the increase in volunteers as the majority of current residents become come-from-home volunteers the

first of the year. Unemployment expense for nine positions is defunded completely. Line item no. 522.20.48.32 SCBA Parts/Repair increased because of SCBA's not being replaced as soon as anticipated, thus having to maintain current ones longer.

Commissioner Skaggs inquired when SCBA's will be purchased. Deputy Chief Judd stated Assistant Chief Richards plans to put out an RFP at the end of first quarter 2014, so we should take delivery of the SCBA's in September.

No changes were made to Fire Prevention/Public Education line items.

Training line item no. 522.40.43.11 Personnel Training increased by \$2,000.

Facilities line item no. 522.50.31.01 Station Maintenance/Supplies increased by \$1,000. Line item no. 522.50.41.02 HVAC Sys Prev Maint Contract increased by \$1,000. Line item no. 522.50.47.01 Electricity increased by \$1,000.

No changes were made to Fleet line items.

EMS Operations line item no. 522.26.31.03 Drugs increased by \$2,500 due to limited supply and increasing prices. Line item no. 522.26.41.04 Infectious Waste Permit increased to \$265 due to an increase in the fee.

Deputy Chief Judd stated the Justifications section has been updated to reflect these changes.

The Board approved the Proposed 2014 Budget as submitted and asked staff to have the resolutions prepared for the November 25th Regular Board Meeting.

The Board directed staff to prepare the two MOU's for their review at the next Board meeting. Chief Baskett stated he would be meeting with the labor groups at the beginning of next week and the MOU's could then be prepared.

NEW BUSINESS

Chief Baskett informed the Board the department has an opportunity to participate in a joint AFG grant with FireComm for a new alerting system to be put in place at both fire dispatch agencies, Tacoma Fire and FireComm. As part of the grant FireComm is requesting each user group agency to upgrade one station to the new alerting system. The grant would cover 90% of the total cost of \$32,000 and our agency would be responsible for approximately 10% or \$3,200. The new alerting system is a digital signal, rather than the radio VHF signal currently in use. Eventually all stations will need to convert to the digital signal alert system. Chief Baskett requested Board approval for staff to move ahead with the AFG grant process with FireComm.

Commissioner Skaggs moved to direct staff to participate in the AFG grant process with FireComm, with funds coming from the Emergency Fund not to exceed \$4,000. Commissioner Gustafson seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

Chief Baskett requested a 10-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining with no business to follow.

Commissioner Pierson announced a 10-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 3:30 p.m.

ADJOURNMENT

With no further business to come before the Board, the Special Board Meeting of November 20, 2013, was adjourned at 3:40 p.m.

Verne M. Pierson, Commissioner

Anthony D. Judd, District Secretary