

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
February 24, 2014**

CALL TO ORDER

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

Attendance:

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

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

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Barstow moved to approve the Agenda as presented.

Commissioner Gustafson seconded the motion. Motion carried unanimously.

PRESENTATION

The Board of Fire Commissioners presented a Special Recognition Award to four-year-old Braylon Morgan for his heroic effort to make sure his family was out of the house during a fire incident on January 19, 2014.

Following the presentation Commissioner Skaggs thanked Public Prevention Education Officer Merdian-Drake for the invaluable work she does with the school children in the District. The audience applauded.

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of February 10, 2014, were approved as presented.

CORRESPONDENCE

None

FINANCIALS

Payables Checks #17397 through #17441 in the amount of \$134,532.45, Payables (Payroll) Checks #17465 through #17482 in the amount of \$262,366.79, Payroll Checks #17442 through #17464 in the amount of \$33,595.71 and Payroll Transfers (EFTs) in the amount of \$450,398.28, for a total of \$880,893.23, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$880,893.23 after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

Volunteer firefighters Tyler Fitzpatrick and Corbin Kytan have resigned effective February 11th. They both started in the resident program and transitioned to come-from-home volunteers and had basically become inactive.

Graham Fire & Rescue hosted a legislative town hall meeting last Saturday. Chief Baskett and Commissioner Skaggs attended. They and the representatives had the opportunity to meet many people. The representatives expressed their appreciation to the fire department for hosting this event.

Our crews responded to a very tragic accident on New Year's Day involving a local family, the Harris family. The community is rallying support for the family with various fundraising events. Many of our members are already involved on an individual basis and through the Union. Chief Baskett requested Board approval to support these efforts through the use of the Department website.

Commissioner Barstow moved to allow staff to utilize the Graham Fire & Rescue website to promote the Harris Family fundraisers. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Assistant Chief Tom Mason, LT Andy Faubion and FFPM Michael Kachman will be attending the Washington State Training Chiefs Conference March 1st through 5th in Yakima.

M&O Levy. Chief Baskett addressed the draft Department Fact Sheet he provided the Board and requested their comments. He stated he plans to create a "Frequently Asked Questions" sheet and PowerPoint presentation for use in organized meetings with the public. He will have these to the Board for review soon. Chief Baskett suggested with the election being in August, an official press release should go out first of April as the start of the education process. Commissioner Skaggs recommended a seven day review of the fact sheet by the Board and any comments be relayed to the Chief by phone or email. The Board members agreed.

South Sound 911. Last month's Policy Board and Operations Board meeting minutes are in the Board books. The Operations side is moving ahead on several fronts including purchasing a new CAD system, public/private partnership to build the facilities, radio purchasing and installation for all agencies and fire dispatch operations consolidation. A meeting is scheduled for next month to discuss what the new dispatch operation will look like. Assistant Chief Jensen will be involved with this along with Chief Baskett.

State Audit. Nothing new to report.

Resident/Volunteer Program Rebuilding. The first committee meeting is scheduled for later this month at Station No. 21-1. Commissioner Gustafson can provide ongoing reports once the meetings begin.

Awards/Recognition. We have tentatively selected Wednesday, April 16th at 6:30 p.m. for the awards event. Commissioner Skaggs mentioned the 50th Anniversary of Graham Fire & Rescue which occurred last year has not been officially recognized. He asked Chief Baskett to consider how this might be incorporated into the awards event or if he would prefer to address it separately with an open house. Chief Baskett said he would confer with staff.

Social Media Policy. Attorney Quinn responded with his recommended changes to Operating Instruction No. 210. These changes primarily concern verbiage and not content. Chief Baskett provided the Board with an updated version of the policy reflecting Attorney Quinn's changes for their review and comment. The Board had no issues with the changes and chose to proceed with approval.

Commissioner Barstow moved to approve Operating Instruction No. 210 – Social Media, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

NEW BUSINESS

None

OTHER BUSINESS

Commissioner Skaggs stated the Board has not completed the year-end report the state auditor recommended they do regarding review of the budget and check registers and he would like to do so. In addition he said he would prefer to begin reviewing the first quarter 2014 records when available so as not to fall behind.

Commissioner Skaggs requested a detailed history of the fire department be documented so that a permanent record would exist. Different individuals had started this project in the past, but had not been able to see it through. He requested the Board consider the idea of asking former Commissioner Verne Pierson if he might want to take on this project. The Board concurred. Commissioner Skaggs directed staff to contact former Commissioner Pierson and report back. Chief Baskett stated he would do so.

GOOD OF THE ORDER/PUBLIC INPUT

Public Prevention and Education Officer Merdian-Drake informed the Board a member of the audience from Braylon Morgan's school mentioned to her they were also planning an event to honor Braylon. Commissioner Skaggs asked that when she has the particulars she report them to Chief Baskett so they may possibly attend.

EXECUTIVE SESSION

Chief Baskett requested a five-minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow, and a five-minute Executive Session under RCW 42.30.110(1)(g) to evaluate qualifications of a public employee or review their performance, with no business to follow.

Commissioner Skaggs announced a five-minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow, and a five-minute Executive Session under RCW 42.30.110(1)(g) to evaluate qualifications of a public employee or review their performance, with no business to follow. The Executive Session was announced as beginning at 7:29 p.m.

An announcement was made at 7:39 p.m. to extend the Executive Session another ten minutes.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of February 24, 2014, was adjourned at 7:49 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary

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