

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
April 28, 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 and Board Secretary Jodi Reynolds

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

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

**APPROVAL/MODIFICATION OF THE AGENDA**

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

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

**APPROVAL OF THE MINUTES**

**The minutes of the Regular Board Meeting of April 14, 2014, were approved as presented.**

**CORRESPONDENCE**

- Thank you note from a citizen

**FINANCIALS**

Payables Checks #17660 through #17706 in the amount of \$46,716.66, Payables (Payroll) Checks #17720 through #17738 in the amount of \$273,504.78, Payroll Checks #17707 through #17719 in the amount of \$24,618.61 and Payroll Transfers (EFTs) in the amount of \$447,329.81, for a total of \$792,169.86, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$792,169.86 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION**

**Chief's Report**

Chief Baskett reported on the following:

The District's Awards Ceremony held last week was well attended and everyone appeared to have a great time. Chief Baskett and the Board thanked Board Secretary Jodi Reynolds for her assistance with the event.

Chaplain Ray Clark will be out for four to six weeks for personal reasons. Assistant Chief Mason will coordinate with Tacoma-Pierce County Chaplaincy to ensure we have coverage if our other chaplains are unavailable.

M&O Levy. The press release went out and The Dispatch and The News Tribune have responded they plan to print stories. In addition to the press release, Chief Baskett recommends we provide an informational mail-out flyer for the citizens at a cost not to exceed \$10,000. The flyer would be mailed out near the beginning of summer around July 4th and serve dual purposes with safety messages for fireworks use and grass fire danger on one side and Frequently Asked Questions regarding the levy on the other side. He requested Board approval to move forward with the flyer.

**Commissioner Gustafson moved to approve Staff to create an informational flyer for the M&O Levy at a cost not to exceed \$10,000 funded by the Emergency Fund, line item no. 522.10.49.099. Commissioner Barstow seconded the motion. Motion carried unanimously.**

South Sound 911. Chief Baskett and Assistant Chief Jensen attended a field trip to Clark and Cowlitz Counties' communication centers. The agencies have purchased the same CAD system as South Sound 911. In general, the transition for the fire side of both agencies went more smoothly than the police side. The new system is Windows based as is our current system, so the transition should not be too significant for our personnel, but will be far more difficult for the dispatchers.

State Audit. The audit is complete for the period 2011/2012. The audit team is prepared to schedule an exit interview in May and Chief Baskett requested input from the Board for possible dates. After some discussion, Chief Baskett requested the Board contact Deputy Chief Judd by email or phone with their availability by Wednesday, April 30th.

Resident/Volunteer Program Rebuilding. Nothing new to report.

Grants/AFG. The regional grant we participated in along with FireComm and several other agencies for station alerting has been approved and we will receive funds to upgrade one of our fire stations.

Station No. 21-0. Retired District Secretary Hale has completed her assignment under budget, and all required documentation has been submitted to the Department of Ecology for final writing, signatures and payment processing. Staff expects to receive the maximum amount of \$200,000.

Web Page/Social Media. Staff continues to make improvements to the new web site. Chief Baskett has referred news agencies to the site and they were very impressed, finding the website highly informative.

Local 726 Honor Guard. The Honor Guard has contacted Chief Baskett and requested to acquire the District's spare polished chrome Sutphen bell currently in storage. Chief Baskett requested Board approval to donate the bell to the Honor Guard.

**Commissioner Barstow moved to approve donating the spare Sutphen bell to the Local 726 Honor Guard. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**NEW BUSINESS**

None

**OTHER BUSINESS**

Commissioner Skaggs recommended that because the Regular Board Meeting scheduled for May 26, 2014, lands on a federal holiday, Memorial Day, the meeting be rescheduled as a Special Board Meeting on May 29th at 7:30 a.m.

**Commissioner Barstow moved to reschedule the Regular Board Meeting of May 26, 2014, as a Special Board Meeting on May 29, 2014, at 7:30 a.m. due to May 26, 2014, being the Memorial Day holiday. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GOOD OF THE ORDER/PUBLIC INPUT**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of April 28, 2014, was adjourned at 7:17 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary