

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 9, 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 Steve Richards, Public Prevention and Education Officer Myra Merdian-Drake and Board Secretary Jodi Reynolds

Absent: Assistant Chief Tom Mason had an excused absence.

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.

APPROVAL OF THE MINUTES

The minutes of the Special Board Meeting of May 29, 2014, were approved as presented.

CORRESPONDENCE

- Thank you Note from a Citizen
- Thank you Letter from a Citizen
- Pierce County Fire Prevention Bureau Monthly Reports for May 2014
- Washington State Community Paramedic Conference packet

FINANCIALS

Payables Checks #17876 through #17898 in the amount of \$30,718.87 and a Transfer (EFT) in the amount of \$363.17 for a total of \$31,082.04, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$31,082.04 after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

He approved a six month leave of absence for Resident Firefighter Ryan Colbo to support his wife in a new employment opportunity in Arizona. Ryan is an outstanding member and we hope he returns in the future.

The District is hosting the Washington Fire Commissioners Association sponsored public records training presented by Attorney Joseph Quinn and his son Eric here at headquarters on Saturday, June 28th from 0900-1300. The training is free for all attendees. Chief Baskett requested the Board let Staff know if they plan to attend.

School tours ended today. Open houses began on Saturday, June 7th at the two south end stations. Several of those who attended the Kapowsin station open house thanked Chief Baskett for recognizing their community and holding this event.

M&O Levy. Staff has created a draft mailer for Board approval. The time frame is short for getting the mailer printed and sent out before July 4th. The front of the mailer has public safety information and the back has M&O levy information.

**Commissioner Gustafson moved to approve the mailer as presented.
Commissioner Barstow seconded the motion. Motion carried unanimously.**

South Sound 911. The next meeting is Friday, June 13th.

Joint Impact Fee Committee. The committee has requested all participating agencies prepare and submit a Capital Facilities Plan by the end of June for inclusion in the Pierce County Comprehensive Plan. Chief Baskett thanked Assistant Chief Richards and Deputy Chief Judd for their work drafting the sizeable plan which is now ready for the Board to review over the next two weeks. The plan is a “wish list” based on what we want to accomplish between now and 2030. In order to receive impact fees, we must have a plan in place. In addition, Staff is working with Attorney Quinn to draft a resolution in coordination with the Capital Facilities Plan for Board adoption.

Commissioner Gustafson mentioned the committee requested the six agencies involved utilize a similar format for their plans. Assistant Chief Steve Richards stated he used a template to draft our plan and will email it to the other participating agencies for their feedback. Commissioner Gustafson confirmed the next Joint Impact Fee Committee meeting is scheduled for Monday, June 16th.

Chief Baskett said the strategy is to have all plans delivered to a specific collection point and submitted together for inclusion in the County Comprehensive Plan. He reminded the Board once our plan becomes part of the county plan, we will be able to review and update it annually. In addition, Resolution No. 792, Standards of Coverage will require modification to match the response goals outlined in the Capital Facilities Plan.

Resident/Volunteer Program Rebuilding. Chief Baskett reported he reviewed the minutes from the committee’s June 5th meeting and believes they are making progress. Commissioner Gustafson concurred.

Business Associate Agreement. Chief Baskett informed the Board he received an updated Business Associate Agreement from Attorney Quinn to continue to contract with him for his services. He requested the Board review the agreement prior to the next Board meeting at which time he will be requesting their approval.

NEW BUSINESS

None

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Public Prevention and Education Officer Merdian-Drake reminded the Board about the Fourth of July Parade in Eatonville. If they wish to participate, she requested they meet her at Station No. 21-1 prior to the 10:30 a.m. departure time so as to arrive in Eatonville no later than 11:00 a.m.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 9, 2014, was adjourned at 7:13 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary