

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 23, 2014**

CALL TO ORDER

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

Attendance:

Present: Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow, Fire Chief Ryan Baskett, Deputy Chief Tony Judd, Assistant Chief Todd Jensen and Board Secretary Jodi Reynolds

Absent: Commissioner Robert E. Skaggs. Fire Chief Baskett will inquire as to the reason for his absence.

Commissioner Gustafson 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 Regular Board Meeting of June 9, 2014, were approved as presented.

CORRESPONDENCE

- Thank you note from Centennial Elementary
- Email and letter from the King Co. Fire Commissioners Association regarding the Puget Sound Emergency Radio Network

FINANCIALS

Payables Checks #17899 through #17953 in the amount of \$32,828.20, Payables (Payroll) Checks #17967 through #17985 in the amount of \$271,341.30, Payroll Checks #17954 through #17966 in the amount of \$24,278.13, and Payroll Transfers (EFTs) in the amount of \$441,298.94, for a total of \$769,746.57, were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$769,746.57, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett greeted the Board and audience, and then reported on the following:

The 4th of July is on the horizon and we are making final plans for participating in the Eatonville parade. If you plan to attend, please meet Public Prevention and Education Officer Myra Merdian-Drake at Station No. 21-1 at 10:00 a.m. Staff will confirm the specifics with her and email the Board members.

Chief Baskett has approved several vacations for the chief officers throughout the summer. He is coordinating schedules to assure the duty chief position is covered at all times. He has no vacation plans of his own until after the August election and is available to cover as needed.

Lighthouse Uniforms has a bereavement program in which they take outdated uniforms, update them and offer them to fire service families for burial purposes. They have asked if we would add a link on our web page to their program. Chief Baskett requested Board approval to add this link.

Commissioner Barstow moved to approve Staff to add a link to the Lighthouse Uniforms bereavement program on the District web page. Commissioner Gustafson seconded the motion. Motion carried unanimously.

The Annual NAEFO Conference is scheduled for September 22nd and 23rd in Las Vegas. Chief Baskett requested the Board members inform Deputy Chief Judd whether they plan to attend so the necessary reservations can be made. Commissioner Gustafson stated he is certain Commissioner Skaggs plans to attend since he is NAEFO's President. Commissioners Gustafson and Barstow said they will contact Deputy Chief Judd once they have decided.

M&O Levy. The mailers are printed and the cost is less than originally anticipated. They will be mailed out June 27th.

The Citizen Advisory Group had suggested a backup plan be established to run the M&O Levy measure again in November if it does not pass in August. The resolution needs to be turned in to Pierce County on the same day as the August election. Chief Baskett recommends not changing the needed amount and resubmitting the same resolution. He asked the Board to predetermine an election result percentage at which time the measure is pulled from the ballot and to notify him at the next meeting. The Board directed staff to draft a resolution for their review and approval at the July 14th meeting.

Chief Baskett requested Board approval to advertise for paramedics in July. With students graduating from paramedic programs, including our own personnel, this is an opportune time to solicit applications. If the levy does not pass, we can stop the process. Commissioner Gustafson cautioned against starting the application process too early. If the levy passes, the money will not be available until next May, and he is not in favor of using the reserve fund to hire new medics before then. He prefers to maintain the reserve fund for unplanned needs, otherwise it becomes a "slush" fund. Chief Baskett emphasized he was only requesting Board approval to advertise at this time, and would not request the Board make any job offers until staff provided the Board with a financial plan for funding the positions. Discussion continued regarding the need to fully staff the stations as soon as possible and the public's expectations if the levy passes. Commissioners Gustafson and Barstow agreed to allow staff to advertise for paramedics.

Commissioner Barstow moved to approve staff to advertise for paramedics in July. Commissioner Gustafson seconded the motion. Motion carried unanimously.

South Sound 911. Chief Baskett received two separate letters regarding the funding of a regional emergency radio network in King County. The letters address a 900MHz system, but no emergency radio traffic is planned on 900, so this raised a red flag for many of the Pierce County fire chiefs. They requested Director Nieditz of South Sound 911 look into this matter to identify any impacts to Pierce County. Director Nieditz responded that King Co. intends to upgrade its 800 system and there is concern by the fire service over the proposed funding mechanism. This should have no effect on Pierce County entities. Chief Baskett is not recommending any Board action at his time.

Joint Impact Fee Committee. The committee met and decided to reformat the Capital Facilities Plan. All of our information will remain, just the format will change. Chief Baskett spoke with retired Chief Franz and Assistant Chief Richards, and neither has received the new format. In addition, the committee felt strongly about removing all impact fee language from the Capital Facilities Plan, with the exception of including it as an option for funding, and Chief Baskett agrees. Staff will notify the Board when the reformatted plan is ready for their review.

Resident/Volunteer Program Rebuilding. Chief Baskett agrees with the direction the committee is going and the questions they are asking. Commissioner Gustafson concurred.

Business Associate Agreement. Chief Baskett received no requests for changes to the agreement with Attorney Quinn and requested Board approval.

Commissioner Barstow moved to approve the Business Associate Agreement between the District and Attorney Joseph Quinn as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Vehicle Accident. The owner of the vehicle Chief Baskett collided with informed him her vehicle sustained minor damage and required a front end alignment and a part replaced. The work was completed by Les Schwab, and the vehicle owner is requesting reimbursement in the amount of \$181.28. Chief Baskett requested Board approval to make this payment.

Commissioner Barstow moved to approve the payment of \$181.28 to the vehicle owner for damage sustained in the accident with Chief Baskett. Commissioner Gustafson seconded the motion. Motion carried unanimously.

SCBA Purchase. Two proposals were received which met the required specifications, and Chief Baskett provided copies to the Board members for their review. Assistant Chief Richards is leading the committee which will complete a full review before a recommendation for award is made to the Board. This review process will be complete within the next 30 days.

Grants/AFG. The Department and our partnering agencies received a 2013 Special OPS/HazMat AFG regional training grant for \$190,500, of which \$19,050 is the responsibility of the agencies.

Staffing Overtime. Due to unforeseen circumstances and a shortage of paramedics, the overtime budgets for EMS and suppression are depleted. The overtime budgets were very tight to begin with going into this year, just \$50,000 each. In his Chief's Report, Chief Baskett proposed using the funds budgeted for the salary of a paramedic position

now vacant to supplement the overtime budget. Instead, staff is proposing an alternate plan to fund overtime. He explained the department has received unanticipated payments from Labor & Industries totaling \$45,000 to date, with an additional \$10,000 expected. Since our overtime situation is a symptom of personnel being out on disability and light duty, Chief Baskett requested Board approval to utilize these funds to supplement the overtime budget. Chief Judd clarified for the Board how these funds would be applied to the budget. The L&I funds cannot simply be put into the overtime line items because this would require a budget amendment with the county. He explained the overtime budget line items will be allowed to go negative by \$55,000, then, if needed, staff will return to the Board with a new recommendation to manage overtime. The additional revenue will offset the deficit created by future overtime expense up to \$55,000. Discussion continued and Commissioners Barstow and Gustafson agreed with staff on the proposed use of the unanticipated L&I payments.

Commissioner Barstow moved to allow staff to utilize revenue received from Labor & Industries to offset the impending deficits in the EMS and suppression overtime budget line items up to \$55,000. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Organizational Chart. Because of the restructuring of the administration as part of the downsizing process, staff revised the Organizational Chart and associated Operating Instruction 101 to reflect the current structure of the department. Chief Baskett requested the Board review the chart and policy for adoption at the next meeting.

District Physician. Assistant Chiefs Jensen and Mason have completed the search for Dr. Kobersey's replacement. They plan to offer the position to Dr. Barnhart and will begin contract negotiations upon his acceptance.

Burn Ban. The Pierce County Fire Marshal plans to implement a county-wide burn ban effective July 7th.

NEW BUSINESS

None

OTHER BUSINESS

Commissioner Gustafson reminded staff and his fellow Board member the seminar to address the new state legislation is taking place on Saturday, June 28th here at headquarters. He asked who from the department will be attending. Deputy Chief Judd responded he will complete his training through the online program. Discussion ensued regarding the need for additional staff to receive training. Chief Baskett stated he and staff will re-evaluate and determine if additional staff should receive training. If so, the training can be done online.

Chief Baskett distributed an email from Deputy Chief Judd outlining three plan options for long-term care insurance policies for the department's two LEOFF I retired chiefs. Deputy Chief Judd and Chief Baskett recommend Plan C due to the 5% compounded inflation benefit. Deputy Chief Judd is looking into if and how we can control which facility they are placed in as the cost varies considerably from one facility to the next. Chief Baskett stated he is not looking for a decision from the Board at this time; rather, he will address this topic next month once staff has had an opportunity to bring Commissioner Skaggs current.

GOOD OF THE ORDER/PUBLIC INPUT

Commissioner Gustafson requested to make a statement for public record in reference to the article about the department which appeared in The News Tribune newspaper recently. Allegedly, a rumor was circulating he may have been the one who gave information to the reporter. Commissioner Gustafson said he had nothing to do with the article, but it is a free world and we have rights. He said it would be nice to know who it was, but it was not him. Chief Baskett informed Commissioner Gustafson news reporters are on the state auditor's website email notification list, as is he. The reporter from The News Tribune told him she obtained the report from the auditor's office.

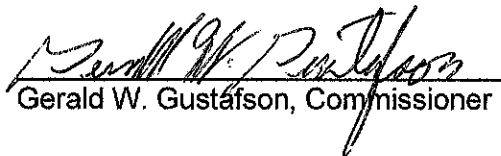
EXECUTIVE SESSION

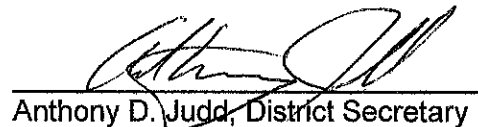
Chief Baskett requested a ten-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with no business to follow and a five-minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow.

Commissioner Gustafson announced a ten-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with no business to follow and 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. The Executive Session was announced as beginning at 7:51 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 23, 2014, was adjourned at 8:06 p.m.


Gerald W. Gustafson, Commissioner


Anthony D. Judd, District Secretary