

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
July 14, 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, 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.

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of June 23, 2014, were approved as presented.

CORRESPONDENCE

- Thank you email from a Citizen
- Flyer for Pierce County Fire Commissioners Association's Annual BBQ
- Pierce County Fire Prevention Bureau Monthly Reports for June 2014
- Email from Commissioner Skaggs – Chief Baskett addressed this email which explained Commissioner Skaggs' absence from the June 23rd Board Meeting was due to a combination of personal and family urgent matters and was unavoidable. The remaining Board members then voted whether to excuse the absence.

Commissioner Barstow moved to excuse Commissioner Skaggs' absence from the June 23, 2014, Regular Board Meeting. Commissioner Gustafson seconded the motion. Motion carried unanimously.

FINANCIALS

Payables Checks #17987 through #18043 in the amount of \$70,751.37, Payroll Check #17986 in the amount of \$1,542.27 and a Transfer (EFT) in the amount of \$278.58, for a total of \$72,572.22, were presented for approval.

Deputy Chief Judd explained the payroll check was for overtime pay earned by an employee who requested an advance due to temporary financial hardship. Chief Baskett stated he approved the request. Deputy Chief Judd pointed out to the Board the payment to Printery Communications of approximately \$6,500 was for printing and postage for the mailer containing fireworks safety and M&O Levy information. Also, since the dollar amount previously approved by the Board was not to exceed \$10,000, the mailer came in under budget.

Commissioner Skaggs requested clarification of two budget items. First, he referenced the Division 500 EMS Overtime line account which was at 102% of budget. He asked if this was a result of the overtime overages discussed in the previous meeting which the Board approved Staff to allow to exceed the budgeted amount by no more than \$55,000. Deputy Chief Judd answered affirmatively. Second, Commissioner Skaggs inquired about the Division 800 Facilities line account number 522.50.11.001 AC Facilities which was at 108% of budget. Deputy Chief Judd explained he had recently discovered the Administrative Secretaries' salaries had been coming out of that line account, in error, rather than 522.11.11.002, which is only at 9%. He is working with BIAS, the software provider, to correct this error.

Commissioner Barstow moved to accept the payables in the amount of \$72,572.22, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

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

After 34 plus years with Graham Fire & Rescue, Lieutenant Thomas Faubion has decided to retire from the fire service. Tom has been an outstanding member of this organization and the community, and represents our mission, vision and values as well as anyone and will be greatly missed. Commissioner Skaggs inquired as to how and when Tom's service and retirement will be recognized. He asked Staff to consider some options when Tom is ready. On behalf of the Board, Commissioner Skaggs thanked Tom for his dedication and great service to the District. Chief Baskett added he is working with Assistant Chief Jensen to transfer the volunteer officer responsibilities to Glenn Barcus, the most active volunteer.

Stan Cross from the Washington State Fair called to extend an invitation to their annual charity event on September 11th in the VIP tent. The tickets are \$20 per person and include two fair admission tickets and lunch by Longhorn Restaurant. He asked the Board members if they wish to attend and if so, he will join them. He requested they notify him when they have decided and he will have staff RSVP for them.

The Pierce County Fair is on the horizon and Public Prevention and Education Officer Merdian-Drake is making the final arrangements. The medical explorer scouts are not available to operate the smoke trailer, so we are considering other options. In order to staff the fair in the same reduced manner as last year, the estimated overtime cost will be \$6,000-\$11,000. This would allow three of our personnel to assist PPEO Merdian-Drake at our booth. Commissioner Skaggs stated the importance of our presence at the fair and suggested the Emergency Fund be utilized to fund the overtime expense. Commissioners Barstow and Gustafson concurred.

Commissioner Gustafson moved to approve Staff to expend up to \$11,000 from the Emergency Fund line account no. 522.10.49.099 to fund the overtime cost to staff the Department's booth at the Pierce County Fair. Commissioner Barstow seconded the motion. Motion carried unanimously.

Staff has RSVP'd for Commissioners Gustafson and Skaggs and Chief Baskett and his wife to attend the annual Pierce County Fire Commissioners' BBQ at the Lemay Car Museum. Commissioner Barstow stated he and his family will also be attending and have RSVP'd.

M&O Levy. The backup resolution and explanatory statement to be submitted on August 5th are ready for Board adoption. Chief Baskett explained the deadline for submittal is election day, so with Board approval, Staff will submit prior to knowing if the levy passed, but can then pull the submittal if the levy passes.

Commissioner Gustafson moved to direct Staff to submit Resolution No. 832 Maintenance and Operations Levy and the Explanatory Statement on August 5, 2014, to place the measure on the November 4, 2014 ballot. Commissioner Barstow seconded the motion. Motion carried unanimously.

South Sound 911. Chief Baskett attended the Operations Board meeting on July 11th. He reported they have rolled the FireComm budget into the SS911 budget and we will be paying approximately the same amount for dispatch services for the remainder of this year. He anticipates a decrease in cost of approximately \$27,000 next year.

Resident/Volunteer Program Rebuilding. Chief Baskett had nothing new to report. Commissioner Gustafson stated the committee met on July 10th and continues to make progress.

SCBA Purchase. The hands-on portion of the SCBA evaluation is complete. The process included officers and members from all three shifts. Chief Baskett plans to have a formal recommendation to the Board no later than the first meeting in August.

Grants/AFG. At the last meeting Chief Baskett informed the Board the Department was awarded an AFG grant. Unfortunately, this was a Central Pierce Fire & Rescue grant only, not a joint grant. We were named in the grant as one who would benefit from CPF&R receiving the grant.

OI 101 - Organization Chart. Chief Baskett requested Board approval of the Organization Chart and associated policy presented to them at the last meeting.

Commissioner Barstow moved to approve the revised Organization Chart and associated policy, OI 101 Organization Chart, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

District Physician. Staff has concluded the interview process and has extended a contract to Dr. Stephen Barnhart to serve as the District's EMS Training Physician. The contract is ready for Board review and approval and is virtually identical to the contract for Dr. Kobersy with the exception of a reduced monthly rate.

Commissioner Gustafson moved to approve the Personal Services Contract between the District and Dr. Stephen Barnhart, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

LEOFF 1 Insurance. At the last meeting, Staff provided the Board with options for long-term care insurance for the LEOFF 1 retirees. Staff recommended plan option C with an annual cost of \$4,450.44 for both individuals. Chief Baskett inquired if the Board wished

to act on this at this time. Chiefs Baskett and Judd clarified for the Board plan option C has a higher cost up front, but would provide the greatest monthly benefit.

Commissioner Barstow moved to direct Staff to purchase the Long-Term Care Insurance policies, Plan C, for the District's two LEOFF 1 retirees for an annual cost of \$4,450.44 for both retirees. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Station No. 21-0. Chief Baskett informed the Board that The Department of Ecology has finally transferred \$200,000 in grant funds into the District's bank account, officially closing the Station No. 21-0 cleanup project. Additionally, since the neighboring property is listed for sale, he asked if the Board sees value in Staff completing a value assessment on the Station No. 21-0 property in case a buyer is interested in both lots.

Commissioner Barstow moved to approve Staff to complete a value assessment on the Station No. 21-0 property. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Skaggs requested time to discuss the future funding of the Joint Impact Fee Committee. He and Chief Baskett discussed the need to estimate a cost and who will pay for it, whether it be the Pierce County Chiefs and Commissioners Associations or whether the District would need to share in the funding, as we do now. Chief Baskett acknowledged he was looking into this and would continue the District's involvement in these matters as directed by the Board.

L&I Injuries. Chief Baskett informed the Board the District may have inadvertently not met the intent of RCW 41.04.500 to 41.04.550. He and Deputy Chief Judd have completed extensive research with Attorney Quinn and determined the employer is required to provide a disability leave supplement program for the first six months of an employee's leave. While L&I pays 60%, the District is responsible for 50% of the remaining 40% not covered by L&I, in the form of sick leave. Based on the statutory requirement Staff has gone back two years and recalculated the sick leave hours owed to the five employees involved. One employee is now over the sick leave cap requiring a cash payment of \$507.96 for sick leave buy back. Chief Baskett requested Board approval to credit the hours owed and pay the one employee. Staff has developed a procedure moving forward, verbally approved by labor, which will be finalized and implemented soon.

Commissioner Barstow moved to approve the payment in the amount of \$507.96 to employee Shawn Prather from budget line account number 522.26.12.007 Sick Leave Buy Back. Commissioner Gustafson seconded the motion. Motion carried unanimously.

NEW BUSINESS

Resolution No. 832 – Maintenance and Operations Levy

Board Secretary Jodi Reynolds read Resolution No. 832, Maintenance and Operations Levy, into the record.

Commissioner Barstow moved the approval of Resolution No. 832, Maintenance and Operations Levy. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved the approval of the Explanatory Statement as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Public Prevention and Education Office Merdian-Drake thanked the Board for their continued involvement and support of the District's community events.

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.

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

An announcement was made at 8:01 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 July 14, 2014, was adjourned at 8:11 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary