

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
March 14, 2016**

**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, Commissioner Adam G. Rosenlund, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

Fire Chief Ryan Baskett had an excused 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 Rosenlund seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES**

**The minutes of the Regular Board Meeting of February 22, 2016, were approved as presented.**

**CORRESPONDENCE**

Pierce Co. Fire Prevention Bureau Monthly Report for January 2016  
Pierce Co. Fire Prevention Bureau Monthly Report for February 2016  
Certificate from Safe Sitter for 5 years as a registered teaching site

**FINANCIALS**

Payables checks #20519 through #20583 in the amount of \$543,385.83, Payables (Payroll) check #20518 in the amount of \$84,104.36, and a Transfer (EFT) in the amount of \$879.08, for a total of \$628,369.27, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$628,369.27, after proper auditing. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

Deputy Chief Judd explained to the Board the \$84,104.36 Payables (Payroll) check to the Dept. of Retirement Systems is the February LEOFF 2 payment which was missed in the February 22<sup>nd</sup> payables. The payables check in the amount of \$449,406.00 is the prepayment for the two engine chassis.

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

In Chief Baskett's absence, Deputy Chief Judd greeted the Board and audience members and delivered Chief Baskett's report as follows:

Chief Baskett is on vacation this week.

The Board members' F-1 Personal Finance Reports must be submitted by April 15<sup>th</sup>. If you need assistance, please contact Deputy Chief Judd.

Chief Mason reported that all six new hires passed their first block test and are doing well in the academy. Also, he interviewed seven new volunteer candidates, of which only three live in the Station 92 area.

All Officers have received training on the new Performance Management Program adopted last month. The supervisors have begun using the electronic performance note format and have embraced it, capturing many positive deeds by our personnel.

SS911. Chief Baskett and several members of the Pierce County Chiefs Association met with DEM Director Porter to discuss the 700 MHz radio contract. Some progress was made and another meeting is scheduled. Chief Baskett will report to the Board following that meeting. Deputy Chief Judd also stated updated meeting minutes have been added to the Board's books.

SRB Rerate / Station 92 Living Quarters. Deputy Chief Judd referenced the Request for Proposal Chief Baskett had provided the Board three weeks prior. He stated staff had received no inquiries from the Board and asked the Board if they were ready to take action.

**Commissioner Rosenlund moved to approve the Request for Proposal for caretaker's quarters at Station 92 as written, and directed staff to begin the bid process. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Strategic Plan. The stakeholder meetings are continuing – 10 completed so far. Chief Baskett wished to thank the Board and the citizens for their participation in the meeting on March 8<sup>th</sup>.

2016 Elections. Deputy Chief Judd referred the Board to the time line for the August election located in their books. He explained it is the plan for the August election specifically; however, it does include adopting resolutions for a 6-year EMS levy, as a backup plan, and a 5-member board for the November election.

Grants. Deputy Chief Judd informed the Board he submitted the FEMA grant pre-application for a new generator at Station 91. He explained it is first reviewed by the state and if approved, will then go on to FEMA for their review. The state will be contacting him to discuss whether the application will continue on to FEMA.

Apparatus Purchase. Deputy Chief Judd recalled for the Board they approved payment of the invoice for the two engine chassis earlier tonight. Assistant Chief Richards and our mechanic Brian Fortner are at the factory attending the pre-build specification meeting.

Engineering Services. Deputy Chief Judd reported to the Board he received only one bid in response to the Request for Qualifications for civil engineering services, from Apex Engineering. We have a long history with this company, including their involvement in Stations 91, 94, 95 and 96. Chief Baskett recommends the Board award the contract to

Apex Engineering. Commissioner Rosenlund asked if this firm would be on retainer. Deputy Chief Judd responded they would for now. That way they will be ready to do the site engineering at Station 92, and possibly some engineering at Station 91 for the asphalt repair project which includes catch basins.

**Commissioner Barstow moved to approve staff to award the contract to provide civil engineering services to the District to Apex Engineering. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

#### **NEW BUSINESS**

Deputy Chief Judd distributed to the Board copies of the Affiliation Agreement Regarding Paramedic/EMT Refresher Training between the District and MultiCare. He explained there is a need to get our paramedics into the emergency room to perform intubations as needed for their certifications. Legal counsel has reviewed the agreement, and the liabilities and waivers appear to be in order. Deputy Chief Judd offered the Board two weeks to review the agreement, if desired. They declined.

**Commissioner Rosenlund moved to approve the Affiliation Agreement Regarding Paramedic/EMT Refresher Training between the District and MultiCare Health System. Commissioner Barstow seconded the motion. Motion carried unanimously.**

#### **OTHER BUSINESS**

None

#### **GOOD OF THE ORDER/PUBLIC INPUT**

None

#### **EXECUTIVE SESSION**

Deputy Chief Judd requested a five-minute Executive Session under RCW 42.30.140 to adopt a strategy for professional negotiations, 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, with no business to follow.

**Commissioner Gustafson announced a five-minute Executive Session under RCW 42.30.140 to adopt a strategy for professional negotiations, 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, with no business to follow. The Executive Session was announced as beginning at 7:22 p.m.**

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of March 14, 2016, was adjourned at 7:32 p.m.**

---

Gerald W. Gustafson, Commissioner

---

Anthony D. Judd, District Secretary