

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
November 28, 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, Fire Chief Ryan Baskett, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

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**

**Commissioner Barstow moved the approval of the Minutes of the Regular Board Meeting of November 14, 2016, as presented. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

Email from Attorney Quinn re: Municipal Roundtable – The Board and the Fire Chief.

Chief Baskett suggested the two new Commissioners attend with him, along with any or all of the “old” Board members.

Thank you card from a Citizen

Department “Breakfast with Santa” Flyer

Additional:

- 1) Notice from Pierce Co. Council of Rescinded and Reset County Council Hearing for Proposal No. 2016-72 on proposed changes to the Surface Water Management Service Charge Credit Program. The November 29, 2016, hearing was rescheduled to January 10, 2017.
  
- 2) Flyer from West Pierce Fire & Rescue announcing a gathering to celebrate Fire Comm’s 33 years of Dedicated Service on December 7, 2016. Chief Baskett said he will be unable to attend.

**FINANCIALS**

Payables Checks #21967 through #22011 in the amount of \$32,625.97, Payables (Payroll) Checks #22020 through #22033 in the amount of \$365,521.97, Payroll Checks #21957 through #21966 and #22012 through #22019 in the amount of \$38,334.01 and Payroll Transfers (EFTs) in the amount of \$872,415.96, for a total of \$1,308,897.91, were presented for approval.

Deputy Chief Judd stated he had two additional financial items for Board approval:

- 1) Payables Check #22034 in the amount of \$2,320.00 to the Department's Physician Advisor for two months' services, and
- 2) Payroll Transfer (EFT) in the amount of \$313.15 for volunteer points processed but not included in the total due to a printing error.

The new Grand Total for approval is \$1,311,531.06.

**Commissioner Barstow moved to accept the payables in the amount of \$1,311,531.06, after proper auditing. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

## **GENERAL ADMINISTRATION**

### **Fire Chief's Report**

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

The holiday season is beginning and Local 726 and the Department collaborate on several charitable events. Thanksgiving food baskets were delivered on November 23<sup>rd</sup> and the Department's Santa Breakfast is Saturday, December 3<sup>rd</sup>. Cooks are needed if the Board members are available to help out. The Pierce County Fire Chiefs and Commissioners Associations' Awards Banquet is this Thursday at 6:00 p.m. Staff will continue to keep the Board apprised of these events.

Chaplain Ray Clark informed Chief Baskett he will retire December 1<sup>st</sup> to focus on personal issues. His service here has made us a much better Department. He will be retired with honors, and will be greatly missed. Chiefs Baskett, Mason and Jensen are working with Tacoma Pierce County Chaplaincy to find a replacement.

Graham Fire & Rescue, Local 726 and the Bethel School District are partnering to host a youth cardiac screening event at Graham-Kapowsin High School on December 7<sup>th</sup>. We are partnering with the Nick of Time Foundation to coordinate volunteers for this event. A student cardiac save in 2014 was a driving force in this effort.

IAFF Local 726 received the #1 state ranking for raising funds in support of the MDA Fill-the-Boot program. Union President Karns reached out specifically to thank the Department's leadership for our continue support of this program.

South Sound 911. Chief Baskett stated he had nothing new to report at this time and will be attending a meeting this Friday.

2016 Elections. Chief Baskett informed the Board staff has made copies of the letters of interest for filling the vacant Commissioner positions for their review. Eleven letters were received. Attorney Quinn agreed the Board could review the letters of interest and resumes at this meeting and cut the number down to the top five. He also said the Board could ask any questions they wish during the interview process. Chief Baskett recommended each Board member think of a single question, or limit the number of questions, to ask each candidate to make the process as fair and timely as possible. He explained under RCW 42.30.110(1)(h) the Board may adjourn into Executive Session to

evaluate the candidates for appointment, but any interviews or decisions must be done in open session. He asked the Board if they wished to limit the number of candidates tonight moving on for the interview process to take place during the Special Board Meeting on December 5<sup>th</sup>. He suggested they take this up at the end of tonight's meeting prior to the Executive Sessions on the agenda. The Board answered affirmatively.

GEMT. Chief Baskett reported to the Board the GEMT team is working to keep the process moving, but much is out of their hands. Currently, the Health Care Authority, the state, is sending answers back and forth with the Center for Medicare/Medicaid Services, the federal government. This is a slow process, but the team is hopeful they will see progress soon.

Grants. Chief Baskett informed the Board that Deputy Chief Judd submitted applications for a regional Haz Mat team grant and a Paramedic School grant for our Department. Copies of both submissions are in the Commissioners' read file for their review. He thanked Deputy Chief Judd for his efforts and the long hours it took to complete and submit the requests on time.

Orting Collaboration. Chief Baskett reported to the Board that he, Chief Gibson and the labor group representatives met on November 22<sup>nd</sup>. He stated it was a good meeting and they covered several issues. Labor will continue to explore how to merge the two bargaining units. Chiefs Baskett and Gibson will continue working on consolidation measures including softening the borders, run card changes, joint training opportunities and Orting's fleet services need. The group will meet monthly, and Chiefs Baskett and Gibson have asked the two labor groups to put together letters of commitment to submit to their Boards. Chief Baskett asked the Board if they had any questions. Commissioner Rosenlund stated that in Commissioner Gustafson's absence, he is willing to attend meetings as appropriate. Chief Baskett added eventually they will get the two Boards together for a meeting.

Board Audit. Chief Baskett explained to the Board he sent another email today to the Special Districts Association of Oregon in regards to Commissioner Rosenlund's request for a Board audit. Chief Baskett plans to call him to discuss the timing of such an audit considering the Board is adding two new members.

Engine 96 (98-2) Incident. Chief Baskett informed the Board Engine 96 slipped off a soft shoulder in route to a call and needed to be towed out. Per protocol, our mechanic inspected the apparatus and no damage was noted. We have contacted the property owner and have made arrangements to repair his driveway.

Legal Counsel Contract. Chief Baskett referred the Board to the contract for retaining Attorneys Joseph Quinn and Eric Quinn as the District's legal counsel for next year. Their hourly rates would be \$240 for Joe and \$185 for Eric, up from the current contract rates of \$210 and \$160, respectively. These rates are lower than if we chose not to sign the contract, and much lower than other attorneys with comparable experience. Chief Baskett added that Attorney Joe Quinn is intimately involved with most of the Pierce County fire districts, and is a wealth of knowledge. He recommended to the Board they approved the contract for legal services for another year.

**Commissioner Rosenlund moved to approve the Professional Services Contract for Legal Services between the District and Attorney Joseph Quinn, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

2017 Budget Review. Chief Baskett distributed the final 2017 Budget to the Board. All adjustments recommended by the Board at the last meeting are included. He explained he would provide a general overview and Deputy Chief Judd would follow with a more detailed analysis of the packet. Chief Baskett recalled for the Board the previous discussion on financial policy and the Board's decision to collect only the money necessary to balance the budget. Therefore, we will collect the full Fire Levy Tax and the full EMS Levy Tax, bringing us to our highest lawful amount for those two items. From the M&O Levy Tax we will collect \$2,280,000 to balance the budget, which is approximately \$470,000 less than what we could have collected. This is approximately \$0.08 less per \$1,000 assessed valuation (AV), \$0.395 per \$1,000 AV. Originally, when we went out for the M&O Levy in 2014, we estimated the rate at \$0.60 per \$1,000 AV, and now it is \$0.20 less, due to our growth and expenditures. The current Facilities Bond which expires in 2020, is at \$0.21 per \$1,000 AV, and we are collecting the maximum Fire Levy Tax and EMS Levy Tax at \$2.00 per \$1,000 AV. The total collection rate is \$2.60 per \$1,000 AV. In 2016, we were at \$2.72 per \$1,000 AV. Chief Baskett concluded by stating that it is his opinion the Board is meeting its commitment to the citizens to collect only that which the District needs to operate. He then deferred to Deputy Chief Judd to review the specific changes to the 2017 Budget.

Deputy Chief Judd pointed out two changes to the Revenue page: Under Tax Revenue, the M&O Levy amount is now \$2,280,000; and under Non-Tax Revenue, the ALS Revenues increased from \$1,250,000 to \$1,450,000. Regarding the remainder of the budget, he pointed out the two new Board members are funded for 2017 and all of the proposed purchases and programs the Board approved at the last meeting totaling approximately \$380,000 are included in the budget. He explained there are no changes to the Reserve Budget.

Chief Baskett asked the Board if they had any questions regarding the 2017 Budget. They did not.

Deputy Chief Judd added that the resolutions we will cover shortly refer back to these budget documents.

## **NEW BUSINESS**

Resolution No. 866 – Dissolving the Current Certified Fire Fighter/Paramedic Eligibility List. Board Secretary Jodi Reynolds read Resolution No. 866, Dissolving the Current Certified Fire Fighter/Paramedic Eligibility List, into the record.

**Commissioner Rosenlund moved the approval of Resolution No. 866, Dissolving the Current Certified Fire Fighter/Paramedic Eligibility List, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Resolution No. 867, 2017 – Establishing a Certified Fire Fighter/Paramedic Eligibility List Deputy Chief Judd read Resolution No. 867, Establishing a Certified Fire Fighter/Paramedic Eligibility List, into the record.

**Commissioner Rosenlund moved the approval of Resolution No. 867, Establishing a Certified Fire Fighter/ Paramedic Eligibility List, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett then requested Board approval to extend conditional offers of employment to the top three candidates on the Certified Fire Fighter/Paramedic Eligibility List.

**Commissioner Barstow moved to approve staff to extend conditional offers of employment to the top three candidates on the Certified Fire Fighter/Paramedic Eligibility List. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

Resolution No. 868, Approving the 2017 Budget

Board Secretary Jodi Reynolds read Resolution No. 868 – Approving the 2017 Budget, into the record.

**Commissioner Barstow moved the approval of Resolution No. 868, Approving the 2017 Budget, as presented. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

Resolution No. 869, Authorizing the Collection of Regular Property Tax in the 2017 Tax Year. Deputy Chief Judd read Resolution No. 869 – Authorizing the Collection of Regular Property Tax in the 2017 Tax Year, into the record.

**Commissioner Barstow moved the approval of Resolution No. 869, Authorizing the Collection of Regular Property Tax in the 2017 Tax Year, as presented. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

Resolution No. 870, Authorizing the Collection of EMS Property Tax in the 2017 Tax Year. Board Secretary Jodi Reynolds read Resolution No. 870 – Authorizing the Collection of EMS Property Tax in the 2017 Tax Year, into the record.

**Commissioner Barstow moved the approval of Resolution No. 870, Authorizing the Collection of EMS Property Tax in the 2017 Tax Year, as presented. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

Chief Baskett expressed his appreciation to the Board for their hard work during budget season and the many decisions they made. He said staff will make sure these Resolutions get to the County so we can collect the tax money.

#### **OTHER BUSINESS**

Chief Baskett informed the Board the 2015 audit is complete and the auditor has requested an exit conference on Tuesday, December 13<sup>th</sup> at 3:00 p.m. He and Deputy Chief Judd will attend. He asked if one Board member would like to attend, as has been the practice in the past. Commissioner Gustafson said he would attend. Chief Baskett stated staff would give a complete report to the full Board following the exit conference.

Chief Baskett distributed to the Board an application for a candidate for a Support Services position, for Board consideration. Because of the busy holiday season, we would like to bring her on immediately, with Board approval. Commissioner Rosenlund

asked if it is a volunteer position, and Chief Baskett responded affirmatively and that it is a non-suppression position with Support Services. The Board reviewed the application.

**Commissioner Rosenlund moved to approve the application of Lisa Stringer for the position of Support Services, effective immediately. Commissioner Barstow seconded the motion. Motion carried immediately.**

Commissioner Rosenlund recalled the discussion he initiated at a previous Board meeting regarding the Department's practice of having a Commissioner sit in on the Chief's interviews. He stated he is opposed to this practice because it is an operational issue, and their job is to set policy. He is OK with having a Board member present during the interviews as a silent observer only. Chief Baskett stated this has been done in the past as a courtesy. He said he is willing to do whatever the Board desires. Discussion ensued. Commissioner Rosenlund said he asked numerous Commissioners at the state conference if they practice this and he could not find one District that does. Commissioner Gustafson stated part of a Commissioner's job is hiring and firing, and we have always done it this way. Chief Baskett explained that hiring and firing is initiated by the Fire Chief as a recommendation to the Board. The hiring process is primarily up to staff to accomplish. He expressed it is up to the Board to decide this issue and a matter of personal preference. Commissioner Barstow stated he does not see a problem with it. Commissioner Gustafson said he enjoyed it. Commissioner Rosenlund restated his opinion that it is OK as long as they are silent observers, but not participants. At that point it crosses the line into operations. Commissioner Barstow asked if there is an RCW that addresses this. Chief Baskett responded staff will look into this further and report back to the Board. He added that this would be a good question to ask at the upcoming Municipal Roundtable. Discussion concluded.

Chief Baskett recommended to the Board they openly discuss and determine the process they will use to narrow down the field of candidates for the position of Fire Commissioner prior to requesting the Executive Session. The Board concurred and discussion ensued.

**Commissioner Rosenlund moved to utilize the following voting process to narrow down the field of candidates for the position of Fire Commissioner until five candidates remain for consideration: If a candidate receives three "Yes" votes, they will automatically move forward to the interview stage. If five candidates receive three "Yes" votes, then they will move forward. If less than five receive three "Yes" votes, then those receiving two "Yes" votes will be considered. Additional voting may be necessary to narrow down the candidates with two "Yes" votes until a total of five candidates is reached. Any candidate receiving one or zero "Yes" votes will not move forward. Commissioner Barstow seconded the motion. Motion carried unanimously.**

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

None

#### **EXECUTIVE SESSION**

Chief Baskett requested a 10-minute Executive Session under RCW 42.30.140 to adopt a position 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 requested a 20-minute Executive Session under RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office, with business to follow.

Commissioner Rosenlund requested a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with no business to follow.

**Commissioner Gustafson announced a 10-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with no business to follow, 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, a 20-minute Executive Session under RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office, with business to follow, and a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with no business to follow.**

**Commissioner Gustafson announced a recess at 7:57 p.m.**

**The Executive Session was announced as beginning at 8:00 p.m.**

**An announcement was made at 8:40 p.m. to extend the Executive Session 30 minutes.**

**Commissioner Gustafson reconvened the Regular Board Meeting at 9:12 p.m.**

**Commissioner Rosenlund moved to consider Ed Hennings for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Rosenlund and Barstow: Yes. Commissioner Gustafson: Abstain. Motion carried by a majority.**

**Commissioner Rosenlund moved to consider Kenneth Cummings for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Gustafson, Barstow and Rosenlund: Abstain. Motion failed.**

**Commissioner Rosenlund moved to consider Daniel Wadley for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Rosenlund and Barstow: Yes. Commissioner Gustafson: Abstain. Motion carried by a majority.**

**Commissioner Rosenlund moved to consider Kenneth Garcy for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Gustafson, Barstow and Rosenlund: Abstain. Motion failed.**

**Commissioner Rosenlund moved to consider Ken Goll for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Gustafson, Barstow and Rosenlund: Abstain. Motion failed.**

**Commissioner Rosenlund moved to consider Dennis Kirstein for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Rosenlund and Barstow: Yes. Commissioner Gustafson: Abstain. Motion carried by a majority.**

**Commissioner Rosenlund moved to consider William Hicks for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioners Gustafson, Barstow and Rosenlund: Abstain. Motion failed.**

**Commissioner Rosenlund moved to consider Amy Pivetta Hoffman for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**Commissioner Rosenlund moved to consider Robert Skaggs for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Commissioner Rosenlund: No. Commissioners Gustafson and Barstow: Abstain. Motion failed.**

**Commissioner Rosenlund moved to consider Ryan Portmann for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**Commissioner Rosenlund moved to consider Gina Blanchard-Reed for the position of Fire Commissioner. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**Commissioner Rosenlund moved to approve the six candidates who received a minimum of two “Yes” votes to move forward to the interviews. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Commissioner Rosenlund suggested a process to select the interview questions. He proposed each Commissioner submit two questions to the Fire Chief who will notify them if any duplications of questions occur. The Board agreed.

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of November 28, 2016, was adjourned at 9:25 p.m.**

---

Gerald W. Gustafson, Commissioner

---

Anthony D. Judd, District Secretary