

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 22, 2010**

CALL TO ORDER:

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

ATTENDANCE:

Present: Commissioner Gerald W. Gustafson, Commissioner Verne M. Pierson, Fire Chief Reggie Romines, Deputy Chief Gary Franz, Assistant Chief Ryan Baskett, Assistant Chief Tom Mason, Assistant Chief Todd Jensen, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale.

Absent: Commissioner Robert E. Skaggs and Assistant Chief Tony Judd had excused absences.

Commissioner Gustafson led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF AGENDA:

Commissioner Pierson moved the approval of the Agenda as submitted with no modifications. Commissioner Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of March 8, 2010, were approved as presented.

CORRESPONDENCE:

- Thank You Letter from a Citizen for our response
- Thank You Letter from a Citizen for our help with her husband
- Thank You from a Citizen to Engine 94 crew
- Thank you letter from North Star PTA for our participation in their Food Drive and Mitten Tree
- Letter from Pierce County Public Works regarding Storm/Surface Water Credit Program
- Thank You Letter from Orting Valley Fire & Rescue for Assistant Chief Jensen's help in their Assessment Lab
- Letter from Jerry Thorson, Fire Chief East Pierce Fire & Rescue, announcing the merger of Edgewood Fire Department into East Pierce Fire & Rescue
- Letter from Travis Harris accepting our offer of employment

FINANCIALS:

Construction Payables Vouchers #03007 through #03011 in the amount of \$410,620.26, General Payables Vouchers #03061 through #03148 in the amount of \$364,791.54, and Account Transfers in the amount of \$427,598.60 for a total of \$1,203,010.30 of which

\$567,953.94 was for Payroll and \$635,056.46 was for Payables were presented for approval.

Commissioner Pierson moved to accept the payables in the amount of \$1,203,010.30 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines informed the Board a full offer of employment was presented to and accepted by Travis Harries for the position of Fire Fighter/Paramedic. His employment begins March 29, 2010.

Station No. 21-3 (New). Chief Romines reported he received the Sales Agreement from Attorney Quinn and forwarded it on to the owners for their review and approval.

Station No. 21-5. Assistant Chief Baskett reported sheet rocking and painting are in progress. Weather permitting, sidewalks will start going in next month.

Station No. 21-6. See above.

Station No. 21-0. Assistant Chief Baskett announced the quarterly testing will take place this Wednesday. A preliminary report should be available by the next meeting.

House Bill 1080. Chief Romines reported Governor Gregoire sign HB 1080, which authorizes Fire Districts to receive impact mitigation fees for buildings and equipment. Deputy Chief Franz is working to have all the necessary plans and resolutions ready for Board review within the next 90 days.

Operating Instruction 103 (Revision). Chief Romines presented the Board with a revision of O.I. 103, Anti-harassment Workplace Policy, for their review. Deputy Chief Franz explained the proposed revisions spells out that training on this policy will take place annually when conducting performance appraisals and the training acknowledgement form will be signed and channeled to the Training Division for records retention. Basically adding language to the policy to formalize current practice.

Commissioner Pierson moved the approval of Operating Instruction No. 103 (Revised), Anti-Harassment Workplace Policy, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Training Report

Assistant Chief Tom Mason presented the Training Report for Board review.

NEW BUSINESS:

Air Quality Test. Chief Romines reported the air quality report for Station 21-1 came back very good. After dealing with this issue in numerous avenues; re-roofing; new flooring; new windows; HVAC system cleanings; painting; etc. the report did not reveal any issues which would significantly impact the air quality in the station. A complete report copy was given to the Board for review.

Aerial Truck Training. Chief Romines presented the Board with an outline from Assistant Chiefs Judd and Mason regarding the training process each member will undergo to become checked off on driving/operating the new ladder truck. Each member will receive 27 to 34 hours of training and those primarily assigned to Station 21-1 will receive 43 to 50 hours.

Mutual Aid Agreement. Chief Romines explained that with the renaming of Fort Lewis and McChord Air Force Base to Joint Base Lewis-McChord, a new mutual aid agreement needs to be signed as a formality with their fire and emergency services division. Attorney Quinn has been coordinating this process.

Commissioner Pierson moved to approve and sign the new Mutual Aid Agreement between Graham Fire & Rescue and Joint Base Lewis-McChord Fire and Emergency Services as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Computer Rooms Overheating. Chief Romines requested Board approval to go out to bid for installing additional/upgraded air conditioning units in the computer rooms at Stations No. 21-1 and 21-4. He explained a service technician was called in to service the equipment after overheated and found it to be operating correctly, just very undersized to be able to keep up with the growing number of servers in the room. Chief Romines also presented an estimate from Narrows Heating for just under \$20,000, and explained while this amount is under the State required bid threshold, staff would prefer to have this project go through the formal bid process. Chief Romines expressed his feeling of urgency to move quickly with this project so it can be completed before we lose another server and the summer hot weather sets in.

Commissioner Pierson moved to go out to bid for purchasing and upgrading the computer room air conditioner at Stations No. 21-1 and 21-4. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Pierson questioned whether the air conditioning systems in the new stations needed to be enlarged. Assistant Chief Baskett assured the Board the systems in the new stations were enlarged and will be quite capable handling growth for several years.

OTHER BUSINESS:

None

GOOD OF THE ORDER/PUBLIC INPUT:

Assistant Chief Baskett thanked Commissioner Gustafson for traveling with him and Mechanic Fortner to the factory in South Dakota to inspect the new ladder truck. He informed the Board he was in Portland today doing the final inspection on the vehicle – we should have delivery next week. Also, H & W has requested to have the vehicle appear at the fire apparatus show in Portland the middle of May. Assistant Chief Baskett suggested this would be a good opportunity to fix the little items we find during the next few weeks of use.

The Board gave their approval for the vehicle to appear in the fire apparatus show in Portland in May.

EXECUTIVE SESSION:

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of March 22, 2010, was adjourned at 7:35 p.m.

Gerald W. Gustafson, Commissioner

Kathy J. Hale, District Secretary