

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 14, 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, Assistant Chief Tony Judd, Assistant Chief Todd Jensen, Assistant Chief Ryan Baskett, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale.

Absent: Commissioner Robert E. Skaggs, Deputy Chief Gary Franz, and Assistant Chief Tom Mason had excused absences.

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

APPROVAL 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 May 24, 2010, were approved as presented.

CORRESPONDENCE:

- Thank You Letter from Christ Community Baptist Church
- Thank You Letter from Chief Jack Andren
- Invitation to an Open House
- Thank You Letter from a Citizen
- Request for Missing Meeting – Commissioner Skaggs
- Thank You Letter from Chief Jerry Thorson
- Thank You Letter from Medical Explorers Post 905
- Thank You Letter from a Citizen

FINANCIALS:

Construction Payables Vouchers # 06001 through #06009 in the amount of \$458,929.09 and General Payables Vouchers #06001 through #06080 in the amount of \$98,648.88 for a total of \$557,577.97 were presented for approval.

Commissioner Pierson moved to accept the payables in the amount of \$557,577.97 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines stated for the record he had spoken with the Board last week and received approval to hire a temporary firefighter to fill the position of Firefighter Randy Bales who was transferred to the Training Division. Chief Romines informed the Board FF/PM Cory Kennedy needs to be placed on light duty, and therefore another temporary firefighter will need to be hired. The Board gave their approval to hire a temporary firefighter.

Chief Romines asked for Board approval to promote the top three people on the Lieutenants Eligibility List effective June 28, 2010. He explained with the opening of Station No. 21-5, having to conduct a station re-bid per contract language and to complete the training of the new ladder truck, timing-wise the promotions need to take place at this time. The three would be Ryan Woodey, Jeff Davison and Shawn Prather. The Board gave their approval for the three promotions and the badge pinning ceremony to take place at the next Regular Board Meeting, June 28, 2010.

Station No. 21-3. Chief Romines informed the Board he and Assistant Chief Baskett met with representatives from the Pierce County Sheriff's Office last week to discuss their Mountain Detachment sharing in the cost of building a new station at the Station No. 21-3 site or leasing office space from us. Chief Romines stated he spoke with the Auditor's Office regarding a lease situation and was told as long as the fee is considered "the going rate and reasonable" and the space will be used in the future by the District, there would be no problem. He asked the Board if they would like staff to move forward with exploring possibilities with the Sheriff's Department.

Assistant Chief Baskett stated he is working with Apex Engineering to determine how much of the site can be developed, which will give staff a better understanding what size building and training area can be built there. He also stated the Sheriff's Department is looking for approximately 1,500 to 2,000 square feet of office space and would like to have a long term lease.

Discussion was had regarding building a completely new station, moving the modular to another location, or using the existing bays and building just dorm area/office space around it. Discussion was also had regarding insurance ratings for homeowners living around Station No. 21-2 and whether locating a station closer to that area would lower their rating.

Assistant Chief Judd informed the Board with the opening of Station No. 21-6, there are only three homes on the east side which do not fall within the 5-mile radius for insurance ratings, but if Station No. 21-3 is moved further east, the west side would face being outside the 5-mile radius.

Commissioner Pierson voiced that given the wetland issues with property on Meridian, building a new station at the Station No. 21-3 location would be the best use of our money. Commissioner Gustafson stated if we would enter into some sort of lease arrangement with the Sheriff's Department he would want a long-term lease commitment in place first before we moved forward building a larger building to accommodate them. The Board gave their approval to move forward talking with the Sheriff's Department.

Station No. 21-5. Assistant Chief Baskett reported the stations are still on target for substantial completion around July 1st. He presented the Board with four bids for fencing the east side of the property. He explained because the amount was estimated to be under \$10,000 he did not do a formal bid process, but rather solicited bids from several fencing companies. Of the four received, Quality Fence was the low bid at \$8,889.37, which does include Washington State Sales Tax. Assistant Chief Baskett further explained he would like to add a change order to the proposal in order to fence a small section on the north and south sides of the building and also to put up a fenced security wall in the bay upper storage area for our archive records.

Commissioner Pierson moved to accept the bid from Quality Fence for fencing Station No. 21-5 in the amount of \$8,889.37 and move forward with obtaining a change order for additional fencing needs. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Station No. 21-6. Assistant Chief Baskett stated landscaping has started, interior painting complete and carpet installation is scheduled for the third week of June.

Five-Member Board. Chief Romines reminded the Board as part of our 5-Year Strategic Plan, Goal No. 6 calls for the Board to consider a change in governance. Late last year the Board had asked staff to bring the matter forward for their consideration in June of 2010. Chief Romines recommended the Board not move forward with an election at this time given the cost of putting this measure on the ballot and the economic times we are in. The Board concurred with Chief Romines and directed staff to bring this matter forward again next year.

Open House. Chief Romines offered the following dates for the Open House at Station No. 21-6: September 10th from 2:00 p.m. to 4:00 p.m. for officials and dignitaries, ribbon cutting ceremony; September 11th from 11:00 a.m. to 3:00 p.m. for our citizens.

Commissioners Gustafson and Pierson approved the dates, but asked that Commissioner Skaggs be consulted before a final decision was made. Commissioner Pierson inquired about an open house at Station No. 21-5. Chief Romines answered since this was more-or-less a remodel as opposed to a new station location, he would like to see a neighborhood coffee event. The Board concurred.

Apparatus Placement. Chief Romines presented the Board with an apparatus placement matrix submitted by Assistant Chief Judd in anticipation of opening the two new stations, for their review and information.

Operating Instruction No. 126, Return to Work From Training. Chief Romines presented the Board with draft Operating Instruction No. 126, Return to Work From Training, for their review. He stated he will be requesting Board approval at their June 28, 2010 Regular Board Meeting.

Operating Instruction No. 401, Volunteer Duty-Shift Program. Chief Romines presented the Board with draft Operating Instruction No. 401, Volunteer Duty-Shift Program, for their review. He explained the only update is reflecting annual hours computation as opposed to quarterly hours computation.

Commissioner Pierson moved the approval of Operating Instruction No. 401, Volunteer Duty-Shift Program, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

PPEO Report

Public Prevention Education Officer Myra Merdian-Drake presented her report to the Board for their review.

NEW BUSINESS

Resolution No. 753, Updating Fee for CPR/First Aid Classes. District Secretary Hale read Resolution No. 753, Updating Fee for CPR/First Aid Classes, into the record.

Commissioner Pierson moved the approval of Resolution No. 753, Updating Fee for CPR/First Aid, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 754, Establishing a Safe Sitter Educational Program. District Secretary Hale read Resolution No. 754, Establishing a Safe Sitter Educational Program, into the record.

Commissioner Pierson moved the approval of Resolution No. 754, Establishing a Safe Sitter Educational Program, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Chief Romines informed the Board he had been asked if we were going to have our fire prevention engine, Graham One, at the Annual Wilcox June Jubilee. He recommended not sending the vehicle as it would have to be delivered by trailer and also for security reasons. The Board concurred with not spending taxpayer's dollars to trailer the vehicle.

Chief Romines presented the Board with a recommendation to open a Purchase Card account with Bank of America. He explained our present account will no longer allow the District to have more than two credit cards without having an individual's name printed on the card along with the District name. This would mean 70 plus cards needed! The Purchase Card program will issue several cards with just the company name printed on it.

Commissioner Pierson moved the approval of opening an account with Bank of America for the Purchase Card Program, as recommended by staff. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Romines stated the current account will be closed when this new account is open and cards have arrived.

Chief Romines requested Board approval to possibly print a check next week for the purchase of the two medic units. He explained the checks were not processed tonight in case the medic units were not ready for pickup for a few more weeks. The Board gave their approval. Chief Romines stated District Secretary Hale would call beforehand to inform them the checks were needing to be processed.

GOOD OF THE ORDER/PUBLIC INPUT

Chief Romines requested personal leave June 23rd through the 25th. The Board gave their approval.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 14, 2010, was adjourned at 8:02 p.m.

Gerald W. Gustafson, Commissioner

Kathy J. Hale, District Secretary